



## Zoom Meetings - User Best Practice Guide

### Joining a meeting

- Timing
  - A Zoom link will be sent out a few days prior to a meeting with a link.
  - If there are 2 meetings near each other, please ensure you select the correct one.
  - It is always preferable to join the meeting during the 15 minutes prior to its start time.
  - If for any reason this is not possible it is perfectly acceptable to join later.
  - Also, if at any time you lose connection, do log back in.
  
- Security
  - To maximise the security, of both the meeting and individual members, the meeting host(s) need to be able to identify you. If this is not possible you risk not being allowed to enter the meeting, or being removed from it.
  - To avoid this please:
    - Ensure that your logon name displays both your first and second name. If you wish to use a pseudonym, please ensure Zoom host (s) are aware of this prior to the meeting.
    - Log on, even if only for the pre-meeting chat, unmuted and with video active.
    - If you prefer not to use your name, please add a picture or unique logo to your login profile to aid your identification.

### Poor internet connection

- If your internet connection is a bit dodgy you may find turning off your video in Zoom will improve reception.

### Meeting Etiquette

- Avoiding sound disturbance:
  - Zoom is very sensitive to background noise, so any sound disturbance and interruption can easily impact on a meeting.
  - We do not routinely “Mute all” but do ask you to **Mute yourself** unless it is a discussion type evening.
    - To briefly unmute yourself hold down the spacebar and say what you want to say. Then on releasing the spacebar you will be muted again.
  - Tips for avoiding interrupting a meeting:
    - Do not log on with two devices, especially if they are in the same room.
    - Ensure that other folk in the house are aware that you are on a Zoom meeting.
    - If you have other people with you, please **avoid** “unmuted” discussions.
    - Minimise potential background noise. For example, budgies, requests to put the bin out, washing up, or having the TV or radio on nearby.
  - Meeting hosts do have the facility to mute individuals and will, if necessary, use this for the benefit of the majority.

### Questions and Discussions

- Please don't ask what might be deemed personal questions. These are better in a one-to-one situation and not with potentially 40 other people listening.

### Chat

- Please use the “Chat” function with care and reason.
  - Chat should never be used whilst a competition is in progress.
  - Messages popping up can be distracting for speakers and impact on the enjoyment of other meeting members. They can also prevent the menu bar from turning off again, losing part of the display until each chat is closed.
  - Please think carefully before sending out a chat message as it cannot be withdrawn.