Humanizing the Virtual Experience

- Take a few minutes to orient members to the Zoom features
- Zoom meetings will start on time, end on time and follow the agenda
- Add your pronouns to your name/title by clicking on participants, then click the ellipsis at the right corner of your name and rename your picture/add pronouns after your name
- Be present. Prepare yourself to engage throughout the zoom calls.
- Listen deeply to whoever is speaking in the virtual room
- Honor one mic
- Mute your phones to avoid background interruptions
- Make space, take space, be aware of airtime
- Be kind. This is a difficult time for everyone, and we need supportive and productive dialogue. Acknowledge that this situation may not be conducive to bringing our best selves, but try.
- Please use the raise your hand feature for questions coming from those who are accessing the zoom via phone- please use *6 to unmute yourself and state your name; please use *9 to raise your hand; the moderator will acknowledge raised hands.
- Please use the chat feature for questions. Co-host will manage the chat space and the questions will be saved.
- Elevate one another in the chat space
- We understand your homes may be busy places. Acknowledge that it is okay to have your family members/children present in the background conducting everyday family affairs.
- Provide grace in the process of living and working virtually, as this is new for us all.
- Welcome facilitators to provide confirmed information to questions presented through the group chat.
- Only the co-host(s) may record the Zoom call.