Participating in Online Events: Etiquette & Guidance

The following guidance is for participants in online meetings or events hosted by the Collaboration. They are intended to enable everyone to benefit from participation and to ensure meetings are conducted effectively. While it is hoped most events will flow naturally with everyone contributing and permitting others to do likewise, this guidance outlines the basic expectations on all participants.

Conduct: Generally, participants should conduct themselves as they would in a professional, workplace environment. The host (meeting chair) is empowered to mute or remove any participants breaching these expectations during the event.

Greetings: Say hello to everyone when you enter into the meeting. Hosts normally allow some time before starting for general chatter, before calling things to order.

Microphones: During events, unless you are speaking, please mute yourself, as microphones often pick extraneous noises which can be distracting for others. The host may relax this rule for meetings with only a few participants, or during general discussions.

Video: If you have a web camera, please leave it on throughout, as visual reactions are important cues for speakers, hosts and participants. You may find it helpful to use **Zoom's Gallery View** when available to display all participants on screen.

Copyright: Participants must respect copyright and personal data law in terms of sharing any content or screengrabs from the meeting (e.g. seek appropriate permissions). Sessions are not recorded, unless otherwise stated beforehand.

Text Chat: You may find it helpful to open the **Chat** sidebar and use this to add any comments or questions while someone else is talking. The host may ask individuals to expand on these, or use them to steer discussions.

Interrupting: To attract the meeting host/chair's attention (e.g. because you wish to speak) use the **reactions | thumbs up** icon, or wave at the camera.

Turn Taking: If you are speaking, and the host interjects, please yield the floor to them. Likewise, if someone makes a spoken comment, allows them to speak. However, the host may ask commenters to wait until a suitable break in proceedings for longer comments.

Help: If you require help (e.g. mic or camera not working, speaker inaudible etc), please use the text chat to alert the host. However, while the host may pause to check if others are experiencing the same problem, they cannot offer substantive tech support. In this case speak to your institution's ICT Support staff.

Unexpected Visitors: Finally, if children, pets, partners or passing delivery people accidentally interrupt you mid-event: don't stress! These are all part of the rich tapestry when working from home.

After the meeting, please complete any feedback requests as online meetings are an evolving format for the Collaboration. If you have any questions or concerns, please contact the Development Officer at mercianlibrariescollaboration@gmail.com. A guide for meeting hosts is also available.