

ZOOM CONVENTION NORMS

(For delegates, officers, standing committee, and bishop's staff only)

Before the Session

- Zoom links will be emailed to attendees, and the login is unique to each individual. If you do not receive an email by Wednesday, September 30th, please contact the bishop's office at 907-452-3040 or 1-800-478-3043
- **Update your name:** Change your screen name to your **First Name Last Name and where you are from (for example: John Smith - St. John's, Allakaket)** so people know who you are. If you don't know how to do this, one of the hosts will do it for you.
- **Test your tech:** Check your **microphone, camera, and internet connection** 5 to 10 minutes before joining.
- **Choose your background:** Sit in a **quiet, well-lit space** or use a professional virtual background.

During the Session

- **Mute by default:** Keep your microphone **muted when you are not speaking** to prevent background noise.
- **Camera:** Feel free to turn on your webcam/video during network and breakout rooms.
 - Turn off your webcam/video during session presentations.
 - Select "Speaker View" during Zoom presentations to help with your bandwidth usage.
- **Use chat thoughtfully:** Keep chat messages **relevant to the presentation** or use it to ask questions for the Q&A.
- **Signal to speak or simple vote:** Use the "Raise Hand" feature or a physical wave instead of interrupting the speaker.
 - Once your question has been addressed or comment made, be sure to lower your hand.
 - During a simple vote, please do not lower your hand until directed.
- **"Unmute" only when recognized by the Bishop or Host** to ask a question or comment during Q&A periods.
- **If you are disconnected** from the Zoom meeting, rejoin using the link provided by the host or click "Join" in the Zoom app and type in the Meeting ID & Passcode

