THE UNIVERSITY OF NORTH CAROLINA SYSTEM

Procedures for Meeting Attendees

The underlined links will take you to the Zoom Help page to teach you how to execute a skill.

- **Mute your microphone** - To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. If you are not muted, you may be muted by the host if the meeting is getting feedback from your device. You may raise your hand and when recognized unmute to speak.
- **Rename your device with your name and institutional affiliation** - To allow us to recognize you by your preferred name please make sure you change the name on your device to your actual name and the initials of your institutional affiliation. This is especially important if you are using a shared device that might have another person's name displayed on the screen.
- **Raise your hand to speak** - You may raise your hand in the zoom participants window, the Chair or Parliamentarian will recognize you with help from the Communications Committee Co-chairs. When recognized unmute to speak and *lower your hand in zoom.*
- **Agenda Time Limitations**- Clear, concise communication is needed due to the limited meeting time allotted. Please, be mindful that many members may need to share ideas. If you are not called on to share your comments verbally put them in the chat.
- **Limit distractions** - You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and *muting your smartphone.*
- **Break Time –** Break time is a great time to catch up on e-mails and phone calls.
- **Prepare materials in advance** - If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.
- **Chat Room –** Please, remember that everyone can see the chat unless you are in private chat.

Recommendations

- **Turn your video on** – To facilitate connection between members keep your video on when possible if your broadband allows, unless you are eating, then turn your video off, and rejoin us when you finish.

Zoom Visuals

- **Position your camera properly** - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. The camera positioning should

create a headshot. Doing so helps create a more direct sense of engagement with other participants. Try to use lighting that comes from above you or in front of the camera. If the light source is behind, you (backlit) your video will appear dark on the screen.

- **Virtual backgrounds** - You can use virtual backgrounds to help fix some backlighting problems, in some cases. Additionally, if you want your space to look more professional a neutral or school affiliated Zoom background can help.
- **Professional Dress** – Remember this is a professional meeting and professional dress is highly encouraged.

Brand New to Zoom?

- **Need help seeing the chat box?** – To access the chat box and be able to share questions or important points, but not interrupt the speaker you can enter them in the chat box. The chat box will be monitored by a member of the executive committee.
- **Want to see the participants window?** – In the participants window you can see who is in attendance, hand raises, and other non-verbal feedback displayed by other participants.
- **Changing the video layout** – You have 3 options for video layout. You can use active speaker, gallery, and mini. To choose the one that is right for you use the link.