



# PREPARE FOR CHANGE

## Zoom Guidelines

**Whether you are new to our group or a regular participant, we ask that you familiarize yourself with the guidelines below.**

1. To eliminate background noise, **please mute your mic upon entering the room.** This also prevents feedback, stray voices and sounds that can disrupt the flow of communication. Please keep your mic muted until it's your turn to speak. If able, please have your video on.
2. If you have a concern or find yourself emotionally triggered by something stated, please type a note in the chat box and a volunteer will assist you by opening a breakout room. This creates a safe space for you and a volunteer to talk privately.
3. Questions/comments pertaining to the topic of discussion are best spoken, rather than placed in the chat, as it can be distracting for guest speakers. Please jot down notes and so you can ask your questions *after* the speaker ends their presentation. When verbalized, everyone benefits!
4. **If you would like to contribute to the discussion, please raise your hand or use zoom's Raise Hand button and wait to be acknowledged.** If your hand has been up and missed more than twice by the host, please mention this in the chat and a volunteer will assist. Larger groups of people are harder to monitor as they spread over more than one window. The raise hand button moves you into a waiting line that is easy for the host to see. (See the zoom tutorial below.)
4. **Limit your comments/shares to about 2 to 3 minutes** so everybody has an opportunity to contribute to the discussion. **Mute your mic when finished speaking and lower your hand** in the reaction tool bar.
5. **Be respectful in your communications:** Do not use foul language as it brings down the group vibration. Do not interrupt others who are speaking. Use the zoom reaction buttons to raise your hand button, react to a comment with a zoom emoji or to vote. Please, do not speak until you are called, and do not speak over others who have been acknowledged to speak ahead of you.



An easy [zoom tutorial](#).

6. **Recording and your Privacy:** Prepare for Change strives to protect the privacy and security of all participants in our zoom calls. Most of our conversations are not recorded. However, *from time to time, we may have a guest speaker or a topic that we wish to record* and post on the site for the benefit of our members. We will strive to notify you in advance of such an event. If you do not wish to be on camera during recorded zoom calls, simply turn off your video. You also have the option to change your name as it appears on screen or to use your first name only.