

Zoom etiquette and guidance

Guidelines to help make online meetings effective and accessible. We're always learning, so let us know if we've missed anything!

Names

To enable community and connection, please ensure that the name you would like people to use is shown as your 'display name'. You may like to include your pronouns too. If you are representing a specific organisation, area or church, that can also be added.

Microphones

Please keep your microphone on mute in the 'all together' sessions, unless you are invited to speak. This improves the quality of sound. It is also helpful for people who are sensitive to sound or hard of hearing.

Recording, images

This session may be recorded, we will inform of this at the start. Please don't take photographs. If you are able to have your camera on, that would be appreciated as it can help others feel connected to you and is less disconcerting. We may take occasional photos or stills of the meeting to use in later communications or publicity, please let us know if you would prefer to be omitted or redacted out. If your wifi signal is struggling, turning off your camera can sometimes help.

Captions

Automatic closed captions are available. Click on the captions button at the bottom of your screen, then select 'display captions'. These can be shown live at the bottom of your screen or as a full transcript at the side. If you don't have a captions button, click 'More' or the 3 dots to access captions. Adding the captions can also help if your signal is unstable.

BSL translation

Where BSL translation is available participants can select to have the

signers appear on a pop-out window so they will be visible continually. We will explain how to do this at the start of the session.

Screen readers

If you are using a screen reader you may wish to switch off notifications for chat during presentations to minimise disturbance. We will try to ensure that questions and contributions from the chat are read out.

Where images are used to help demonstrate a point, verbal descriptions will be included. If the images are purely for visually supporting those who struggle with auditory processing, descriptions will not be provided.

Chat

To minimise disruptions please avoid posting in the chat during the presentation. You may wish to set your zoom view so that chat appears at the side of the screen – click on chat or select 'exit full screen'.

Breakout Groups

We'll spend around 10 mins in breakout groups, we will try to let you know the anticipated size of the group. This is an opportunity to share responses to presentations and engage more deeply with the topic and offer personal reflections. Break-out groups are not recorded. We will ensure that the briefing beforehand explains if the groups will be facilitated (and by who) and if you will be invited to feedback afterwards.

Confidentiality

Please do not share other people's contributions without permission.

Q&A

If you would like to ask a question please use the 'raise hand' function (physical or electronic). You can also write your question in the chat. We will do our best to answer as many questions as we can.

Please do introduce yourself in the chat – perhaps say who you are, and where you are joining from or what you hope for from this session.