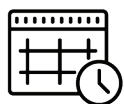


# Netiquette for Zoom Meetings



## Arrive on time and well prepared.

Find a suitable, quiet place to attend. Test your device setup beforehand.



## Take notes (by hand).

List also insights and questions.



## Dare to engage.

Focus on the encounters. Don't multi-task.



## Respect, encourage, and give space to everyone.

Each participant contributes to a successful learning situation.



## Open your camera when you talk.

Keep your camera open also in small group discussions. Use a wallpaper or blur effect to hide your background.



## If you drop out...

Just look up the participation link and rejoin. It happens to the best of us.



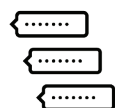
## Mute your microphone when not talking.

Using a headset reduces unwanted background noise.



## Continue the discussion.

Feel free to continue even after the sessions, it's important to stay in touch with your peers.



## Discuss the netiquette together.

Come to an understanding on how you take turns when speaking, do you have breaks etc.



## “How are you?”

Friendliness is important also when online.