Zoom Protocol

Diversity Practice Guidance for using Zoom

Security

The DP will be the host

Do not share your screen or discuss sensitive information

Do not transfer files via the meeting platform

Keep an awareness of who else is in the meeting before joining conversations

HOUSEKEEPING

- Some conversations will be with all of us, some will be in smaller groups in breakout rooms

- Reduce background noise as much as you can, and unless directed otherwise, mute the sound

- Keep your video function on to help create that sense of community. Only turn it off if it hinders your connectivity

- Be on time - 15min rule
  Fully present, here and nowhere else

- Bring your notebooks, resource books, and if you can bring some post-it-notes and a marker

- Use the chat function if you want to ask questions as we go along or for any messages

- Put your hands up as a visual cue when you want to speak