

CAC ZOOM GROUND RULES

1. Before the meeting

- ✓ Pick a place with little distraction
- ✓ Treat this like any in-person meeting
- ✓ Wear clothes that you would normally wear to an in-person meeting
- ✓ Light should be in front of you (not behind you)
- ✓ Close window blinds behind you

2. Be on time

- ✓ Join the meeting a few minutes early
- ✓ Be ready to participate

3. MUTE until it is your turn to speak

- ✓ Reduce background noise
- ✓ Listen when others are talking

4. Use Chat

- ✓ This keeps attendees from speaking over each other

5. Ask to speak

- ✓ When you are called on, unmute yourself, say your name, and ask your question or make your comment

6. Be prepared

- ✓ Review meeting agenda and documents in advance of the meeting
- ✓ Do not multi-task
- ✓ Keep on topic and stay engaged