

ASCS 42 Zoom Meeting Etiquette

I agree to abide by the following terms and conditions:

- I will follow the instructions/requests of the panel Chairs and Moderators.
- I will not record, photograph, or copy any part of a Zoom meeting or webinar, handout or PowerPoint presentation without the permission of the relevant presenter(s) and participants.
- I will not pass on the links to Zoom meetings or webinars to those not registered for the conference or conference events.
- My comments, both spoken and written, after each presentation will be respectful and on-topic.

The following points are useful tips from colleagues and the Zoom professionals for participating in a Zoom meeting:

- Look your best. Imagine that you are “in the room” with your colleagues.
- Tidy your space – or use a Zoom virtual background
- Mute your microphone during the presentation.
- Don’t do anything distracting while others are speaking.
- Have your questions ready and post them when the Moderator calls for them (this will also assist presenters to focus on their papers).
- If bandwidth allows, keep your camera on. The speaker will appreciate seeing your face and your reactions to the presentation.
- Stay engaged. When it is your turn to speak, be brisk and to the point.
- Keep your discussion on the current presentation. There will be an alternative forum for maintaining debate/comment on previous papers in the panel and every speaker deserves their allotted time.
- Remember that although the Chat space has a private comment option, your comments are not entirely private. The speaker can see them if a transcript of the Chat is downloaded. So please refrain from comments you would not make to directly to the speaker or to the other participants in the meeting.