

VIRTUAL ETIQUETTE

Our Tomorrow Man and Tomorrow Woman facilitators use Zoom to host our online workshops. Zoom will need to be downloaded prior to the workshop.

BEFORE

- **Use a desktop or laptop.**
Using your phone, a tablet or iPad is not recommended.
- **Headphones are recommended (essential for school workshops).**
To ensure you can hear properly and not to disrupt others, headphones are recommended, or in school workshops they are a must.
- **Make sure your laptop is plugged into power.**
These workshops can go for two hours so you need to make sure your laptop will be charged for the entire time. Ensure it's fully charged or you have it plugged into power.
- **Make sure your zoom account name matches your real name.**
Update this in your zoom account profile prior to the workshop.
- **Make sure you're in a room/space with minimal distractions.**
We prefer to not mute anyone so make sure you set yourself up in a quiet spot. If you have noise going on around you please stay muted unless you are speaking.

DURING

- **Switch your video on.**
If you're distracted or don't want to look at yourself, you can hide your self view via the three little dots in the right hand corner of your image.
 - **Put your hand up when you want to say something and the facilitator will queue you in.**
 - **Be mindful of distractions like eating or drinking.**
 - **Need to temporarily leave the workshop?**
If you need to duck to the toilet or grab a drink, just let us know in the chat.
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