

## Zoom Meeting Etiquette Tips

### Before the meeting

- Make sure **your device is fully charged** and connected to a power supply.
- Choose a **location with little background noise** and be aware of your surroundings.
- **Remove distractions.** Close email and other unrelated windows on your computer.
- **Log-in ahead of time.** Please access the link and log-in **10 minutes in advance** to test your connection, camera, microphone and audio. To join the meeting:
  - **via computer, laptop or mobile device:**
    - Click on the link provided by the PILON Secretariat in the invite to the meeting.
    - You will be prompted to install Zoom, if you don't have this application, or program, already on your device.
    - A Zoom account is not required if you are joining a Zoom meeting as a participant.
  - **via telephone:**
    - If you are using a telephone to dial into the meeting, you will need the teleconferencing number provided in the invite.

For more information how to log in to the meeting, please [click here](#).

### During the meeting

- When you join, **please mute your microphone**. Once crossed with a red line the microphone is off. If the microphone option is not visible, the host may have already muted you. This will reduce background noise. Press **unmute only when speaking to the meeting**.

*Hint: press F8 on your laptop to mute and unmute.*


- **Please ensure you name yourself clearly [Country, Name]**. To do this, click on the "Participants" icon at the bottom of the window. A Participants window will appear. Click the "Rename" button and enter your name. After clicking the OK button, your updated name will appear.



- If you do not wish to share **your video**, select 'no video' by clicking on the camera icon placed on the bottom of the screen. Once crossed with a red line the video is off. We encourage you to turn your video on when speaking by clicking on the video icon again. If the video option is not visible, the host may have already muted you.





- **When speaking**, ensure you are **close enough to the microphone** to be heard clearly.
- **Before speaking**, please click the **Raise Hand** icon. This  icon or 'Raise Hand' tab is in the participant window (laptop), or at the bottom left of your screen (mobile). Click on the hand icon/tab to raise or lower your hand. Please **wait for the Chair to call upon you** to unmute yourself and address the meeting, ask a question or make a comment.



*Hint#1: To use a keyboard shortcut to raise or lower your hand, you can also use the Alt+Y keyboard (in Windows) and Option+Y keyboard (in Mac).*

- You may also be invited to send comments or questions using the **Chat Box** icon circled on the bottom of the screen.



- If you are using your phone to dial into the meeting, **do not put your phone on hold** in order to take another incoming call during the meeting, as the hold music will play to the rest of the group.

## After the meeting

- **To keep updated** with PILON activities, please visit our PILON website on [www.pilonsec.org](http://www.pilonsec.org)

We are committed to creating a respectful and mindful environment. Please be considerate, act fairly and in good faith for the speakers and other participants.

If you require assistance, please do not hesitate to contact us by e-mail: [pilon@pilonsec.org](mailto:pilon@pilonsec.org)

Thank you and we look forward to zooming with you soon!