Tips for participants

Check your internet connection and make sure it is stable.

Tune in before the start of the meeting. Technology can be tricky and glitchy, better make sure everything works before, not after the start.

Use your own name in the app, instead of nicknames, automatically generated device names etc.

When you are not speaking, activate the MUTE option. It makes for clearer communication.

Make sure there are no background noises in your space. Find a quiet place for the meeting.

Here and now makes for the best productivity. Don't multitask, switch off any other tabs, apps, devices.

Use available buttons (thumbs up, clap) to show your reactions, instead of speaking them aloud.

Turn on your camera if possible - allowing yourself to be seen makes meetings more meaningful.

Use the chat for comments, questions and other communication with unstable internet connection.

Leave space for yourself and others to be impatient, frustrated or bored - do not expect everything to be perfect.
Tips for hosts

- Reserve **more time** for the zoom meeting, and launch it at least 15 minutes **earlier**.

- If there is a **moderator** other than you, make sure to give them **host rights**, so that they can see who raises their hand to speak.

- Be attentive to **raised hands** to make sure not to miss anyone who wants to speak.

- When explaining technical points about navigating the app, it is more effective to **show not tell** - share your screen while you show the instructions.

- Do not forget to **check the chat** periodically, and give voice to messages from participants with bad internet so as to be inclusive with them as well.

- Leave **space for silence** before moving on to the next point - sometimes there is a time lag and rushing might exclude someone.

- For longer sessions / meetings offer **short breaks** for your participants. The screen can be a tiring thing. Breaks might help with focus and energize.