

# Tips for participants



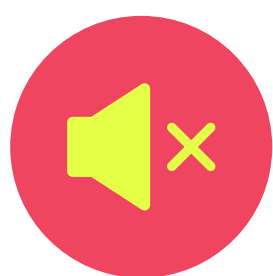
**Check** your internet connection and make sure it is stable.



**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**.

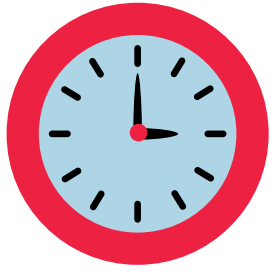


Use the **chat** for comments, questions and other communication with unstable internet connection.



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

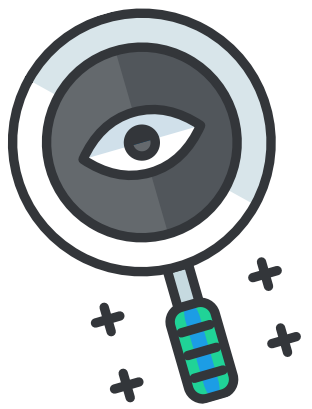
# Tips for hosts



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.



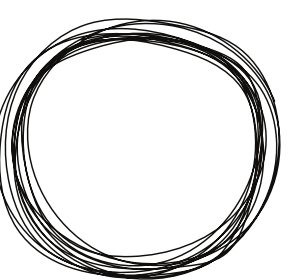
Be attentive to **raised hands** to make sure not to miss anyone who wants to speak.



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.