

Zoom Etiquette Guidelines for College Planning Council

Proposed language for the College Planning Council

ZOOM Etiquette: Please use the chat feature to post questions or commentary **relevant** to the discussion instead of raising your hand in the Participant area. You will be called on by one of the co-chairs. If you wish to respond to an individual, please use the private chat feature.

We recognize that comments from guests can enhance and add to the discussion, often times bringing a new awareness to the topic at hand. If you are a guest attending the meeting, please feel comfortable to contribute to the conversation; at the same time, please recognize that the number of comments should be kept within reason. This will allow the College Planning Council members the time needed to cover the agenda items.

If you are attending the meeting by phone, please be sure and use the rename feature to identify yourself. This can be done by clicking on the three dots in your Zoom frame and selecting the rename command.

MUTE! Remember to keep your microphone on mute (bottom left) when not talking so that your microphone does not pick up ambient sounds.