



Zoom Etiquette for Workshops and Breakout Rooms

In order to make this an enjoyable and informative conference for everyone, please remember to follow a few simple Zoom etiquette rules:

- Join Zoom workshop at least 5 minutes early so the sessions can start on time without distractions.
- Find a comfortable seat in a quiet area and be prepared to sit for 60-90 minutes.
- Be familiar with how to mute and unmute, share and unshare your video/camera.
- Remember to keep your microphone on mute, unless you need to speak.
- Use the **chat function** and use the **raise your hand icon** if you have a question.
- Keep your environment free from distractions and extraneous background noise.
- Please be courteous to the presenter and other attendees.
- Use computer/tablet if possible
- You may want to have the following with you:
 - Water
 - Paper/Pen
 - Headphones

If you need technical help, please leave your workshop and return to the “Main Room.” There will be CPFA and/or Rutgers’ volunteer there to help you.

Enjoy the conference!

