

Netiquette for Conference Delegates*

Please log onto the conference sessions in good time to make sure everything is working properly (e.g. internet connection, audio and video if required).

A note about confidentiality: Please be aware of respecting confidentiality within the conference as you would in a non-virtual conference.

Delegate interaction using a Zoom Meeting format, to enhance the quality of conference sessions:

- Please mute yourself unless you are speaking.
- When it's your turn to speak unmute and speak when there's a pause and no one else is talking. When it's your turn, speak clearly and slowly.
- Please put yourself back on mute when you have finished speaking.
- To indicate to the session facilitator that you want to speak you can also raise your hand or use the "raise hand" feature on Zoom.

Dress code: Smart/casual.

Technical distractions: You can make it easier to focus on the meeting and improve your internet bandwidth by turning off notifications, closing or minimizing running apps (e.g. Dropbox), and muting your sound.

Avoid multi-tasking: If attending a masterclass, where skills pair/group work is required please refrain from multi-tasking.

Onscreen and video: Consider turning off your video if you are doing anything that might be distracting to others. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.

Audio: You can use a headset/earphones with an external mic for best hearing and speaking options.

Chat/Ask a Question: You can ask questions and make comments using the "Chat" feature. Also, there is an option to ask questions in the Zoom Webinar format.

At the end: Please member to sign out or "leave the meeting" when the session is finished.

* **Disclaimer:** *Joining the conference as a delegate requires you to have read this information on Netiquette and take personal responsibility to abide by these rules. If you are considered to have acted in a way that is deemed by any member of the ISCP organising team to be disruptive or abusive, then the session Moderator may remove/mute you as a delegate, during that and subsequent conference sessions.*