

Virtual Meeting PARTICIPANT Guide

01

Download Zoom Software & Test your Hardware

PREPARE:
Tested &
ready.

Download & Join: article and video available [here](#).

Video Tutorials: many resources available [here](#).

Hardware: laptop or desktop are best, a tablet okay. Phone is challenging for a session with visuals, over 5 participants or lasting longer than 1 hour.

Internet: robust connection. Close other applications. Hardwire if possible.



Headphones: make a big difference for you and all participants. Small, comfortable wired earbuds with microphone and audio input are preferred.

02

Secure and Bright

JOIN:
Confidential.
Clear.

Sound proof & CONFIDENTIAL: at home or in your office, secure a location where you can close the door and speak without being overheard. Headphones create valuable confidentiality for others. If you use the computer speaker, it is critical that NO ONE can overhear. Forum's foundation is confidentiality.

Lighting: Find a location where your face is lit from the front, with stronger light in front of you than behind you. Video connection's value is our eyes, face and body provide context for words and voice. We need to see each other clearly.

03

No interruptions

PARTICIPATE:
Be with us.

Focus: you must be singularly focused and listen curiously. Your impact is 7x greater, how you listen than what you say. Your own, and the groups value, is created when we all invest our full attention. When you are signed in, turn off all other technology and do not allow anyone to interrupt. If you are interrupted, turn off your video and leave the space. None of us multi-task effectively.

Summary:

1. Sign in 10 minutes early and exit all other applications on your computer. Test your hardware/software ahead of time.
2. Only the moderator may interrupt another participant.
3. Wear headphones and keep your speaker on mute until you wish to speak.
4. No public spaces, driving, interruptions. This is a private meeting.
5. No email, text, or other distractions except on breaks. Turn off your camera if your attention goes elsewhere. We each fully participate or leave the meeting.
6. This will be interactive, engaging and effective. Connection matters.