

# GROUP NORMS FOR ONLINE ENGAGEMENT



## Moderation

Establish and agree on basic rules based on the below recommendations.



## Connect reliably

Find a quiet spot with reliable internet from which to participate.



## Plug in

Plug in chargers and headphones if possible.



## Camera on

Show your face and engage, just as you would during an in-person meeting.



## Record with permission

If possible, record meetings for those who can't attend, have technical difficulties, or just want to review portions of the session later.



## Use the chat box

Use the chat box to post questions and quick points to add to the discussion.



## Raise your hand

For large groups, indicate you'd like to speak by raising your hand on video or by using the hand-raising function if available in the meeting platform.



## Mute microphone

Mute when you're not speaking to reduce background noise.