# 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 inperson 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.





South Africa - HIV

Addiction Technology Transfer Center Network
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New England (HHS Region 1)



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