

# 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.



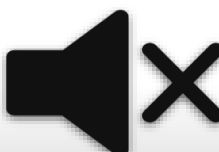
## Use the chat box

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.



South Africa - HIV

**ATTC**

Addiction Technology Transfer Center Network  
Funded by the President's Emergency Plan for AIDS Relief through the Substance Abuse and Mental Health Services Administration

With support from the U.S. President's Emergency Plan for AIDS Relief, through the Substance Abuse and Mental Health Services Administration.



New England (HHS Region 1)

**ATTC**

Addiction Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

Adapted from Pacific Southwest Mental Health Technology Transfer Centre

# Groepnorme vir aanlyn vergaderings/lesings



## Moderering

Stel basiese reëls op en verkry konsensus, gebaseer op die onderstaande aanbevelings.



## Betroubare internet

Vind 'n stil area met betroubare internet om in te skakel.



## Prop in

Prop laaiers en oofone in.



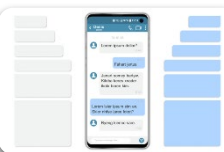
## Kamera aan

Wys jou gesig en neem deel net soos jy sou in 'n persoonlike vergadering.



## Neem op met toestemming

Indien moontlik, neem die vergadering op vir diegene wat dit nie kan bywoon nie, die wie tegniese probleme ondervind, of diegene wat net dele van die sessie wil herhaal.



## Gebruik kletsboks (teksboks)

Gebruik die kletsboks (teksboks) om vrae en vinnige punte aan te stuur om die bespreking te fasiliteer.



## Steek jou hand op

Vir groot groepe, dui aan dat jy wil praat deur jou hand op te steek op video, of om die hand-lig funksie te gebruik as dit beskikbaar is op aanlynplatform.



## Demp (mute) mikrofoon

Demp (mute) as jy nie praat nie om sodoende agtergrond klank te verminder.