

Story Swaps on Zoom Etiquette Tips!

1. **Please don't ask how to change the settings** on your device during the meeting – we often don't know and it takes up precious time meant for being together. Every device used accessing this Zoom Session has a DIFFERENT way of viewing everyone, seeing chat, making comments on chat, seeing participants, and more. ***Please learn how your device works with Zoom*** on your own time, well in advance of joining in the Swap.
2. **While the Tellers are presenting, please keep yourself MUTED.** The room monitor will un-mute everyone after the Teller has finished and comments are welcome.
3. **If you are doing something other than facing your screen or camera, please turn off your video.** You don't want to be seen doing anything other than being attentive! This includes *eating* and "*picking*" at things. And turn off your camera *if you move away* from your computer.
4. **There may be times we have to turn off all video cameras** so that a Teller with a less than ideal internet connection has more bandwidth available to them for their "upstream" feed. You can turn on your video again after the Teller has finished.
5. **Please note how you look on-screen.** If your camera is tilted in such a way that we are looking up your nose, it's not a very nice view for participants. Please *position yourself* in the best way you can! If you're *not wearing pants*, turn off the camera *before* you stand up!
6. **Please pay attention to what's behind you/your background!** We can see it, and if there's a window or bright light behind you, your face is often too dark to see. Either close the blinds & turn off the lights behind you, or add some front lighting so you can be seen.
7. **Please pay attention to the CHAT button lighting up.** It means there's a message from the host or technician which requires your attention. Or it may be a message from another participant directly to you.
8. **Feel free to show "Jazz Hands"!!** – Please hold up your hands by your face and wave/shake/wiggle them – rather than applaud, as everyone will be muted when the Teller is finished. The host or room monitor will soon un-mute all for constructive comments from the gallery.
9. **Enjoy and tell others about our Story Swaps!**
www.StorySAC.org is our website. You'll find links to join, contribute, and learn more about our Storytelling activities! We also have a Facebook Group to join: <https://www.facebook.com/groups/152681024925954>