

# The NewBridge Project

## **Best Practice/Etiquette during the session:**

Ahead of this Zoom event we just wanted to highlight a few points that would be really helpful for everyone to bear in mind.

- This session will be introduced and led by a dedicated staff member of The NewBridge Project, or a third-party host. If you require any particular access needs, please let the host know in advance as this can be noted to all those taking part.
- Video on/off - we think it is great to keep your video off if it makes you feel more comfortable during this event. However, it is preferable if you could turn on your video when you speak during the discussion. This is for multiple reasons including access needs such as requiring being able to lip-read and to help with the time-lag on Zoom to minimise people interrupting each other during any open discussions.
- Mute - please keep yourself on mute while you're not speaking to minimise audio distractions and interruptions for anyone else speaking. The hosts may have to mute you if there are any ongoing audio issues. You can turn your mic on when you are ready to speak.
- If there is anything you would like to say during the session but don't feel comfortable speaking/your microphone doesn't work, then please send the host your thoughts (anonymous) in a private message and they can read them on your behalf or (not anonymous) in the group chat and they can still read them out.
- Chat feature - we imagine will be using the group chat feature on Zoom during this session, so we want to remind everyone to use the private message function if you want to directly chat one-to-one in order to keep the group chat a bit easier for everyone to follow.
- Leaving/re-entering the Zoom meeting - if for whatever reason you need to leave the meeting at any point please feel free to do so, you can simply rejoin if or when you feel like doing so. There are no obligations.