

## **PARTNERS Online Live Event Online Etiquette**

In order to get the most out of online live sessions, here are a few tips:

- Sign in to your session early, so that any technical issues can be addressed and the session can start promptly
- Change your sign in name to your first name and the subject you are applying for. For example, 'James – History'
- Try to find a quieter place with fewer distractions.
- Do what you can to ensure you have good internet and phone signal. For example, you could try:
  - If your bandwidth or signal is low and unstable, try turning off your video.
  - Close tabs and applications you won't need, particularly those with notifications.
  - Turn off other devices using wi-fi in the house
  - Ask others in the house to avoid using streaming services while the session is running
- All live sessions are recorded for security purposes. Please let us know if you have any questions regarding this or are not happy to be recorded.
- When in the 'Main Room':
  - Stay on 'mute' unless asked to contribute as this prevents background/sudden noises from interrupting the session.
  - Keep your camera off, as this makes the session more accessible for those with lower bandwidth
  - To ask a question when prompted, unmute your mic and ask the question, type it into the chat panel or use the raise hand function.
- When in a 'Breakout Room':
  - We encourage you to unmute your microphone, turn on your camera (if you feel comfortable doing so) and contribute to discussion.
- Treat online seminars as you would a real face-to-face seminar. Please arrive promptly, dress appropriately and please turn off your mobile phone where possible.
- Make sure that your background (whether real or virtual) is appropriate.
  - Remove anything you would not feel comfortable for others to see.
- Adhere to the Code of Conduct:
  - Do not share inappropriate or offensive material.

- Bullying of any kind (including the use of racist, homophobic or sexist language) will not be tolerated.