



Vision Symposium

On-Line Etiquette Protocols

1. **Log in to the Symposium five to ten minutes before the start time. Do not be late!**
 - Logging in early gives you time to say hello to and introduce yourself to the presenter.
 - Please be sure to have your name displayed (not a phone number or nickname).
 - To change your name, hover over your name and select "more", then click on the rename option.
2. **Mute your audio whenever you are not speaking.**
 - This helps avoid unwanted background noises that can distract other participants.
 - **NOTE:** NEVER push the "HOLD" button if joining from a phone. This plays music over the line, which causes significant problems for the meeting.
3. **Be an active participant.**
 - Respond to requests for comments or questions in the chat. Can also use the raise hand feature.
 - Simply raise your virtual hand by clicking on the hand picture where your box is.
 - Appropriately notify the presenter that you have a question or comment by raising hand.
 - In the chat, be sure Everyone is selected, unless you need to send a Private message.
 - Keep your camera on when joining sessions, and until the presenter starts talking.
 - Only turn off the camera when the presenter starts session; turn back on when session is over.
5. **Be respectful.**
 - The Symposium sessions will allow a publicly-visible chat box.
 - Please no inside jokes, comments, links not applicable, disturbing content, etc.
 - Please keep your contributions helpful and considerate of the host and other participants.
 - Don't be late when rejoining from breaks, lunch, etc.
6. **Provide feedback after the event to help us plan for future events.**
 - You will receive a Google Form Survey from the Symposium Committee. You must complete this as part of attending the event.
 - Feedback helps improve the presentations by letting presenters know what worked well and what didn't. Sharing this in the chat is appreciated as well.
 - Examples of good feedback are:
 - Were there audio problems? Difficulty reading slide content?
 - What was the most interesting thing you learned?
7. **Additional Information.**
 - As stated above, log on early to EACH session, not just at the beginning.
 - Dress appropriately! No pajamas.
 - While your camera is on; no eating, moving around, etc.
 - Don't have just your forehead showing!! Please check the camera beforehand.
 - Keep the agenda close by during the event so you are aware of time.
 - As stated above, log on early to EACH session, not just at the beginning.
 - Breakout rooms with people outside of KSSB. Please get to know other Kansas Professionals.
 - You will not be able to share your screen during the Symposium.