

Virtual Program Guidelines

- **Be alone** or wear headphones and make sure your screen isn't visible for confidentiality.
- **Minimize distractions** in your surroundings. If choosing a "virtual background", please select a preset background, blurred images, or a neutral image (for example, images of nature, an office, or a cafe).
- **Minimize background noise.** If there is background noise in your surroundings, please use the "mute" button when you aren't speaking.
- **Refrain from using profane, sexual, or violent language.**
- **Avoid interrupting the speaker.** If you need to speak, please indicate your need before interrupting. Use the "raise hand function", raise your hand on-screen, or use the "chat" feature. Facilitators may need to interrupt for time tracking or to redirect, but will limit this as much as possible.
- **If possible, turn on your camera.** Being on camera helps us build a sense of community and helps others know they are being listened to. We know it's not always possible, and encourage everyone to make the decision that is right for them.
- **Join the Zoom meeting 5 minutes early** to ensure your connection is stable and work out any technical difficulties. Test your audio in advance using [this test link](#).