**Zoom Conference Guidelines for Student Council – written by the GSA Student Council**

* The Zoom conference will be recorded.
* There will be a GSA moderator in every session
* Turn on your camera when speaking (if possible)
* Mute when you don’t speak
* Attend from a suitable and appropriate location, such as a shared family room. Have an

appropriate background and be in a place with minimal background noise

* Treat all attendees and their opinions with respect, cultural sensitivity and politeness
* Be supportive and constructive when offering feedback to others in collaborative group

tasks or discussion

* Dress appropriately for sessions.
* Ask effective questions
* Be in a quiet space (not required)
* Do not reveal your personal information during the conference/ Keep your privacy
* Take responsibility for my own behaviour
* Help to establish and maintain a positive and supportive environment
* Enter the rooms using your real (first) name.