

## Agreements for an Effective Meeting Space



- Remain **on-camera** at all times if possible (except breaks), but please stand up and stretch as needed.



- Remain **available-to-be-on-mic**. You can mute while others are speaking/presenting, but be ready to participate.



- Avoid distractions: turn other devices to **airplane mode** and minimize open windows on your computer.



- Feel free to **raise your hand** - on camera or using [nonverbal tools](#) in Zoom.



- Be mindful of your “**airtime**.” We will occasionally call on people to ensure your voice is heard or create breathing room in the discussion. Consider this an invitation, not an obligation!



- Grab a **squeeze ball or fidget toy** to keep your hands occupied.



- Have grace with yourself and others. We’re all figuring this out together!