



Café Protocols

1. Using Zoom

Ensure you have Zoom downloaded on your computer or device prior to the start of the Café.

2. Familiarise

To ensure you are prepared, familiarise yourself with the features of Zoom and enter the Café 5 minutes prior to the scheduled start.

3. Microphone on Mute

Your microphone will be set to mute upon entry. Please keep it on mute throughout the session. Microphones can be used in breakout rooms.

4. Video and Identity

You can decide if you would like to display your video. If you are experiencing connection issues, turning your video off may assist. You can change your display name to your first name only if you wish.

5. Participation

Use the chat window to communicate with the whole group. You may also be prompted to use the reaction buttons. In breakout rooms you can use your microphone. The whiteboard will also be used, please add text and drawings when prompted.

6. Recording

The session will be recorded. You will be reminded of this prior to the commencement of the recording. Breakout room communication will not be included in the recording.

7. Have Fun

The Café is designed to be a relaxed environment where we can all connect, learn and share. All interactions should be respectful and supportive. Participation is encouraged and valued.