

STUDENT FEE ADVISORY COMMITTEE VIRTUAL MEETING GUIDELINES

All participants in SFAC meetings utilizing a virtual platform are kindly expected to be mindful of the following guidelines adopted by the committee. Registration is required for participation. The registration link can be found on the [SFAC webpage](#).

Meeting Etiquette

Courtesy guidelines for virtual (and in person) SFAC meetings:

- Prior to the meeting familiarize yourself with the functionality of the virtual meeting platform.
- Please be on time, having reviewed the agenda and any supporting materials before joining the meeting.
- Please raise your hand and wait to be acknowledged by the chair
- Avoid multitasking. If you must multitask during a virtual meeting, please mute yourself.
- If you can, please avoid eating during the meeting.
- To facilitate orderly discussions, all participants are asked to please wait to be recognized by the Chair/Co-chair before contributing to the discussion.

Video and Audio

Video usage is essential in virtual communications.

- Unless your appearance or background is inappropriate or distracting, please turn ON your video.
- Test your video and audio before the meeting.
- Adjust your camera. Your camera should be at eye level.
- Know how to mute/unmute yourself. Background noise in your environment will be distracting to the meeting.
- Look at the camera. Doing so mimics the in-person feeling of eye contact. It's important to gauge reactions by looking at the screen, but alternating that with looking at the camera makes other participants feel as though you are talking directly to them.
- Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, it is best to close the blinds/curtains.
- If you can, connect to the internet via an Ethernet cable. Video conferencing works well on wireless, but the quality is often best on a solid wired internet connection.

Consider Your Environment

Your surroundings say a lot about you. Be sure that they say the right things.

- Clean up and have an appropriate background.
- Zoom provides virtual backgrounds to help you.
- Find a quiet, private space to meet and mute yourself as necessary.