

DREN III Users Forum Virtual Developers Meeting Etiquette

More than 200 people from across the country will participate in our virtual meeting. This virtual environment poses some particularly difficult connection and communication challenges. To make the experience more pleasant for both you and your colleagues, please observe the following rules of participation:

1. **Please join the meeting 15 minutes before it is scheduled to start.** Just like a physical conference, it is impossible for everyone to enter at the last minute without causing backups, delays, and disruption to the planned events.
2. **Please do not unnecessarily enter or leave the session once it begins.** Ending a connection or re-connecting results in an audible sound that is broadcast through the whole system and will be distracting to both the presenter and the audience. Unfortunately we cannot disable.
3. **Do not play with your external camera control.** External camera adjustments to the presentation on any of the EX90 equipment will impact the quality and view of the presentation of all conference attendees. Unfortunately we cannot disable.
4. **Please be quiet.** This means mute your computer microphone pickup (both EX90 & DCO participants) and your telephone connection (DCO participants). Cumulative background noise could otherwise be a problem. If an opportunity arises to ask a question or make a comment, your session Moderator may ask you to unmute your microphone or telephone.
5. **Please chat nicely.** In a physical meeting our verbal interactions are facilitated by visual and aural clues that help to control the flow of conversation. These are mostly missing in a virtual environment and the situation is actually made worse by the small electronic delays introduced. Experience indicates that without some rules of engagement, conversation amongst such a large group will be rather chaotic. Your session Moderator has been asked to take an active role in directing the conversation and this will be accomplished through the chat function. EX90 and VTC participants will use Spark and DCO participants will utilize the DCO chat function associated with their video conference connection. Please pose your questions or indicate that you would like to make a significant point through chat. The Moderator will monitor the chat traffic and, as appropriate, either interject the question or discussion point or ask you to engage your audio and pose directly.
6. **Please don't chatter.** Please confine your chat to questions and significant discussion points. Otherwise the moderator might be overwhelmed with noise. If you use the Spark software, please don't change your settings after you sign on as it affects the whole system. We'd also prefer that you not utilize all of the cute Spark features like the smiley faces and emoticons. Finally, your chat inputs are not anonymous and will be displayed to the entire group in real time.