

SIG Zoom Etiquette and Best Practices

1. All Zoom meeting bookings must be done through the IASW office.
2. **Do not share the password** for the Zoom account outside of the SIG Chair or Secretary of your group.
3. Please only log into the Zoom account for the duration of your meeting and be sure to log out when the meeting is over.
4. Please don't change the meeting date/time or adjust account settings.
5. Contact administrator@iasw.ie with any questions or changes to meeting details.

When your meeting is booked

- **Sharing Zoom Invite:** only share Zoom meeting details (link, meeting ID & passcode) with the participants via email. Do not share on social media, websites, etc.
- **Lock the meeting:** Locking a Zoom meeting that is in progress prevents new participants from joining, even if they have the meeting ID and password (if you have required one).
 - In the meeting, click Participants at the bottom of the window,
 - click the Lock Meeting button in the pop-up window.
- **Turn off file transfer:** In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- **Turn off annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **Recording:** If you are recording your Zoom meeting you will need to advise all participants that you are doing so.