

## VIRTUAL ETIQUETTE GUIDELINES

As we welcome each other into this virtual space, let us remember that it will take all of us to declare this space to be sacred. We can begin with a prayer, ma tovu ohalecha ya'akov... and with that we can welcome Hamakom into this virtual makom.

From prayers we move to action. There are some things we can do to keep these Zoom Rooms and Kumospaces holy. Please take a moment to read and note these things, as we approach this week together.

### **ENTERING THE ROOM:**

Enter a zoom room or kumospace with the same grace with which you'd enter in "real life." Mute yourself upon entry, if it isn't already done for you, and wait to see what is going on in that room before you announce yourself or speak. In a virtual space, there is no warning that someone is entering, so practice the art of restraint upon entry.

### **WHAT'S IN A NAME:**

Please rename yourself (from "ipad 3" or "dad's phone") to your TITLE, FIRST AND LAST NAME, "comma" and LOCATION, just like we'd have on our name tags in person. (Ex: HAZZAN SANDY BERNSTEIN, GREENWICH, CT.)

### **PRESENCE AND KAVANAH:**

We are here not only to watch the programming, but also to be present together; therefore we ask that you try to have your screen on as much as possible. The theme of this convention is Panim el Panim; the kavanah and contribution of each of us is meaningful and important. That said, please make sure to mute yourself when you're not talking, and darken your screen while moving around or eating.

### **CHAT:**

Be mindful of how you are using the chat. Sometimes the chat will be disabled; other times it will be enabled. In those circumstances, remember that when you write to "everyone", that means "everyone" can read your comments. Think before you write: is this relevant and meaningful? Is it supportive and kind? Does EVERYONE need to read this or should it instead be directed toward one or a few?

### **QUESTIONS AND COMMENTS:**

Questions and Comments: time is of the essence so please plan to ask a question rather than making a comment. Remember what you hope participants in your congregation will do or say, or NOT do or say, and act accordingly.

### **TECHNOLOGY:**

While we have worked to ensure a smooth conference, there are always little glitches along the way, and we will work hard to fix them. Here are some steps to successful tech support:

First take a deep breath. Second... smile...there are mirror neurons in your smile that will help you relax while we figure things out. Then, email our support team with your email and phone number and someone will respond as quickly as possible: [support@cantors.org](mailto:support@cantors.org)

Looking forward to a beautiful and holy time together,

Your Convention Team