



VHF VIRTUAL PROGRAMS: ETIQUETTE AND RULES OF ENGAGEMENT

As we gather virtually to discuss, share and learn, we ask that all Virginia Hemophilia Foundation (VHF) virtual program participants be thoughtful in their interactions and follow video meeting etiquette and rules of engagement. Disruptions to a session may lead to the removal and/or disabling of the participant's video and microphone for part of or for the entire session. Thank you for helping VHF ensure a safe, productive, and welcoming environment for all meeting participants and staff.

Virtual Meeting Etiquette

- Find a quiet space to meet and silence your cell phone, tv, etc.
- If you join from a public place, ensure that no one can see or hear the content of the session (i.e. use headphones and stay on mute).
- Have a simple background or use a virtual background, and make sure that your computer/phone camera is at eye-level.
- 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, shut the blinds. Otherwise, you will be backlit making it hard to see you.
- Arrive to the meeting on-time – you will be admitted to a “waiting room” before being admitted to the session.
- Plan to participate with your video on and mute yourself throughout the session as needed.
- VHF will be explicit at the start of the meeting when they are recording a presentation. If you do not want to be included in the recording, please turn your camera off.
- Change your screen name to your first name only.
- Even though it's tempting, try not to multitask too much and try to hold off on eating full meals during the session.
- Refrain from private behavior and/or aggressive language – we can see and hear you!
- Tech issues are not uncommon! If you have any issues, try leaving the meeting and coming back. If the video is an issue, you can always call in and listen on the phone.

Virtual Meeting Rules of Engagement

- Harassment, intimidation, or discrimination in any form will not be tolerated. As expected of any in-person interaction, participants are to treat each other with courtesy and respect. Be considerate, respectful, and collaborative in speaking and listening.
 - Use of any profanity - written, drawn, displayed or spoken - during a meeting is not allowed. This extends to the chat feature and/or discussions.
 - Taking screenshots, pictures, or screen recordings of virtual sessions is not permitted.
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