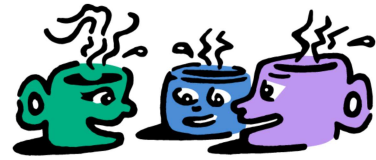


Tips for Participating in Online Conversation Cafes



About Zoom

If you haven't used Zoom before, it is a web-based video conference platform. You'll need:

- A computer, tablet, or smartphone (ideally one with a camera so we can see each other) with access to the internet.
- Earbuds or headphones are recommended so we can hear each other well.
- OR you can join by telephone if you aren't able to access the internet.
- You do NOT have to have a Zoom account.

To access the Zoom web video conference:

1. Click the link that will be provided in the Welcome email. You will be prompted to download a small application file to run Zoom.
2. You will access the audio through your computer by clicking "Join Audio by Computer" when the window pops up.
3. If you don't have access to the internet, you can join by telephone using the phone numbers provided in the Welcome email.
4. If you are having connectivity issues joining the Zoom call via the internet, then join by telephone.

Tips for participating in a Zoom conversation:

1. **Arrive early.** Plan to join five to fifteen minutes early. It's a step of personal preparation as well as allowing for any technical glitches. Clearing the space, putting papers away, moving materials to another spot. Take some to get centered and present before the conversation begins.
2. **Avoid distractions.** Did you see that on your computer screen! An incoming email notification! A Facebook post from one of your favorite people! A news headline! A received text! It's beautiful that we can have so much information on our devices. But these wonderful notifications can also be very distracting. When possible, close the programs and notifications and put your phone on silent.
3. **Close any unnecessary applications.** It helps to minimize distractions as well as allowing processing power to be used to maximize the quality of your Zoom session.
4. **Have what you need to take care of yourself.** We aren't taking a formal break during the conversation so have what you need to be comfortable (e.g. tea or coffee, extra water, reading glasses, notebook and pen, earbuds or headphones, etc).
5. **When talking, give people verbal cues for what they might be lacking in visual cues.** For example, during circle rounds saying something like "I pass the talking piece" or "I am complete" at the end of speaking signals that you are finished.