2022 H-Net Teaching Conference Rules of Decorum and Zoom Operating Tips

Thank you for attending this year's H-Net Teaching Conference on Zoom. As we have nearly 300 registrants for the conference, it is important that we follow some basic rules of decorum to ensure a smooth and positive experience for everyone, presenters and attendees alike.

Camera and Audio Settings
As you logged into the meeting, you probably noticed that, by default, your video was turned off and your microphone was muted. You are welcome and encouraged to turn on your video though that is not required for attendees. We ask that you leave your microphone muted unless and until the meeting's moderator opens the session up for questions. If your microphone becomes unmuted and it becomes a distraction, the moderator will administratively mute you.

Messaging
In the spirit of encouraging collaboration, the meeting's chat is set to allow for posting messages to both the whole group and directly to individuals. Thank you for conducting yourselves politely and professionally in all mediums of communication during the conference. H-Net does not tolerate harassment of any kind. If you feel you are being harassed in a direct message, please notify the session's moderator and they will handle confronting and/or removing the bad actor. Likewise, if an individual posts messages to the group containing any offensive language or harassment, the moderator will move to directly confront and/or remove the bad actor.

Displaying your preferred name and pronouns
When you log into the meeting, we recommend that you navigate to the Participants icon at the bottom of the screen, locate your name in the list, click the more link that appears when you hover over your name, and rename yourself to how you would like to be addressed during the conference. Attendees are encouraged to include their preferred pronouns at that time as well.

Closed Captions and the Live Transcript Function
To enable closed captioning, navigate to the CC/Live Transcript icon at the bottom of the screen. Click the Enable button under the Live Transcription section of the menu. To see a running live transcript on the right of the screen, click the up arrow to the right of the Live Transcript icon at the bottom and select View Full Transcript.
Note – You cannot view the Live Transcript and the Chat at the same time as they share the same space.

Moderators and Tech Support
The session's Moderator and Tech Support specialist will be labeled as such and located near the top of the Participants list. Please refer to Tech Support for Zoom operating assistance and the Moderator for questions about the panels or interactions with other members.