



# VCU

Equity and Access Services

## PROCEDURES FOR ZOOM

Please review the following list of procedures for engaging in a Zoom meeting or hearing with Title IX at VCU.

### BEFORE THE MEETING



#### PREPARATION

Be sure to come prepared for your meeting with notes, evidence, or other documentation submitted in advance or within reach, as needed.

#### PRIVACY

Before logging into a Zoom meeting scheduled by Title IX, ensure that you are in a private, comfortable space with minimal distractions.

Authorized advisers will receive their own access to the meeting from the host.



#### WAITING ROOM

Arrive early to your scheduled appointment.

You will be directed to a waiting room in Zoom until the host is ready to begin the appointment. While in the waiting room, double check that your video and audio are working, and that you are visible on-camera.

### DURING THE MEETING

#### MICROPHONES

All participants will be muted upon entering the meeting. The host will invite the party for whom the meeting was scheduled to unmute first. Others (including advisers) will be invited to un-mute as needed, but will remain muted and off-the-record for the majority of the conversation.



#### CAMERAS

Parties should remain on-camera at all times. Advisers may be off-camera if needed. If connection issues warrant turning off the camera to facilitate access, please communicate with the meeting host.

#### BREAKS

Any participant can notify the host of the need for a break, to pause the recording, or to speak privately with a party or adviser in a breakout room. Participants are encouraged to ask the host (if unmuted), use the chat, or "raise hand" in Zoom.



**IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCEDURES, PLEASE COMMUNICATE WITH YOUR MEETING HOST.**