

## ImmunoX Large Event Zoom Etiquette

- Please plan to both mute yourself and turn off your video when joining a large ImmunoX Zoom Event. Ideally, this will be the default setting per the settings of the organizer/moderator, but always good to confirm from the participant end as well. It is generally a good idea to become familiar with quickly muting and unmuting yourself.
- When members of the crowd would like to ask a question, they should digitally “raise their hand”. This can be found after clicking Participants in the toolbar. Once your hand is marked as raised, the moderator will unmute you as the situation allows to ask a question. **If un-muting and speaking to all:**
  - Headset is highly encouraged if one is available.
  - Close other messaging apps and email clients as they tend to make loud noises. Only send messages related to the meeting.
  - Do not plan to eat while communicating
- Feel free to utilize Zoom’s chat to communicate between participants, but make sure to note whether you are posing a question to a single individual or all participants. Note, this will not be the preferred means of asking questions at this time (see raising hands above).
- If you are asking a question, it would be ideal for you to reactivate for video feed, though this is not a requirement. It would also be ideal if you kept your video off if not asking a question. **If activating video:**
  - Primary light source should be in front of your head, not the back
  - Again, do not plan to eat while communicating
  - Take a look in the mirror beforehand