

Prime Timers St. Louis Video Conferencing Guidelines

Guidelines for Participants of an Online Meeting or Event

1. For the benefit of everyone, choose a quiet place without background noise or other distractions (no TV or music, close the door to your room, etc.). Mute your mic whenever there are distracting background noises in your space.
2. Please dress as you would for a typical in-person PTSL meeting (i.e. shirts are required).
3. Avoid using any distracting or busy “virtual backgrounds”. They can be disrupting and annoying to others.
4. At the start of the meeting, please identify anyone that is in the room with you, whether-or-not that person is in view of your camera.
5. If you use a phone or pad device, please position/hold it HORIZONTALLY / SIDEWAYS. It helps both you and everyone else see much more on their screens (widescreen).
6. We want to provide everyone with a Safe Space. Participants are expected to follow the same PTSL privacy standards that apply to in-person meetings. To comply with PTSL’s confidentiality standards, NO recordings, photos or screen shots of these online events or chats is permitted.
7. If necessary, participants may be temporarily moved to the Waiting Room by the Host.

Additional Guidelines for Participants of Discussion Groups

By participating in this PTSL Discussion Group, you agree to comply with these guidelines:

1. Our purpose is to discuss, not debate, a range of relevant topics proposed by participating members.
2. This group is a Safe Space. Stay positive, supportive and respect members and their confidentiality.
3. Participants are encouraged to practice active, open-minded and non-judgmental listening.
4. Share the discussion time equally with everyone. Strive to stay on topic and get to the point.
5. While participation by everyone is encouraged, feel free to take a “pass” or say nothing as needed.

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6. Because PTSL is non-partisan and non-sectarian, our discussions will steer away from critiquing *political parties, religions or their members*. However, *policies or actions* impacting the lives of our members and others may be considered for potential discussion topics.

Steps to Participate in an Online PTSL Meeting or Event

1. All participants are required to send in an RSVP for the meeting/event no later than the RSVP deadline date stated in the calendar listing. This is because we will need to send you an email response with the Meeting ID/Password (or email link) in order to gain admission to the meeting/event.
2. All PTSL online meetings and events are private. To protect the safety and privacy of our members, do not share the Meeting ID/Password or email link with anyone.
3. On the day of and 10 to 15 minutes before the start time of the meeting/event, use the Meeting ID/Password or email link to join the meeting. If this is your first meeting, the join process will require you to install the video conferencing app.
4. Once you log in and enter the required information, you will be placed in a virtual “waiting room” with others as the Host admits each participant individually.
5. If the meeting/event has a presentation, the audio for all participants may be muted. However, the participants can use the “Raise Hand” function to ask a question of the presenter.
6. Participants may send a chat message at any time during the meeting, which is visible to all members.
7. Participants may send a private chat (one-on-one) message to another participant.
8. In keeping with PTSL confidentiality standards, the saving of chats and the recording of the meetings is disabled.