



## ILA Virtual Orientation Session Zoom Guide and Meeting Etiquette

**Note:** if you have not used Zoom previously, please refer to the resources on the ILA website for [best practices when participating in online conferencing](#), an introduction to [Zoom Meetings and how to join a meeting](#).

**Note:** The ILA Virtual Orientation Session conducted via Zoom will have more than 100 members in attendance, so we kindly ask you to follow these guidelines and meeting etiquette to ensure a productive, collaborative, and safe environment for all participants.

1. Join the meeting at least 5 minutes prior to the scheduled time to ensure you have sufficient time to troubleshoot any technical issues
2. Upon joining the meeting, all participants' microphones will be automatically muted to ensure no background noise is adding a soundtrack to the presentation
3. Participants can introduce themselves, ask questions, and/or seek meeting technical support using the chat option
4. After the plenary session orienting attendees to ILA, the structure and roles of committees and forums, the strategic plan, and the ILA staff, participants will join breakout rooms by Committee or Forum (Breakout rooms are sessions split off from the main meeting and allow for participants to meet in smaller groups)
5. While in the breakout rooms, committee chairs will lead meetings of their respective committees, and forum leadership will have the opportunity to meet together.
6. Although we are in a virtual space, all participants are expected to adhere to [ILA's Statement on Appropriate Conduct](#)