# Zoom Meeting Protocol.

Qualification to join

1. PC meetings are open to the public. However, identification and hacking have made it necessary to 'qualify' those joining a meeting
2. **Note - everyone has to have signed up for a free zoom account and not just have downloaded zoom.**
3. To join the visitor must register an interest. This should be done as early as possible and not left to the last minute. On registering the attendee will supply their name and email address
4. All attendees will enter a Waiting Room and if not recognised will not be allowed further.
5. Requests to attend will be allowed up to Two and a half hours prior to the start of the meeting (typically this means 5:00 pm for a 7:30 pm start)
6. Attendees **must** have a basic level of knowledge of the controls of Zoom and must switch on cameras. There are various 'How To…' Zoom related video clips on the web for attendees to watch. **Minimum skill requirements** include:
   a. How to test audio level and microphone volume
   b. How to test, switch on/off video
   c. How to Mute and Un-mute yourself
   d. How to obtain Gallery view of attendees
7. A skill that would be useful is how to use the notepad Chat tool.

During the meeting

1. To indicate that you would like to speak please raise your hand. Note if your camera is not on you will not be seen, and if you are muted you will not be heard.
2. Good practices include:
   a. Not talking / interrupting while others are speaking
   b. To talk to someone who is in the room with you, you should mute your output.

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The above measures are intended to protect parishioners' interests and the free flow of information, and possibly protect against invasion of malware whilst attending a meeting.

If you have any questions regarding the above requirements, please contact

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