

## Virtual Meeting/Hearing Etiquette

**CASA trainings, team meetings, and court hearings continue to take place virtually via Zoom. Please follow these guidelines for professional engagement:**

Despite strong wishes to return to “normal”, it appears virtual meetings are here to stay for a while yet. We understand that this time is challenging, and we are all adjusting to this new digital and remote format. Please treat your digital CASA trainings, team meetings, and especially your court appearances as if they were in person sessions. Please see the expectations for all virtual trainings, meetings, and court hearings below:

- Please find a private location with minimal distractions or disruptions.
- Unless you do not have access to internet, please attempt to appear on camera for all trainings, team meetings, and court hearings. If you do not have access to internet or are having connectivity issues, we understand. Communicate this with your supervisor.
- Please appear fully and appropriately clothed.
- The camera should be placed in such a way that only your face and/or shoulders are visible. Be mindful of where the camera is facing: it should be on you, not the ceiling, wall, floor, etc. so that you are not visible.
- Other members of your household should not be present for team meetings and court sessions. We understand that you may have other people in your home, but please make an effort to be away from spouses, roommates, or children and/or use headphones while in meetings or court to protect CONFIDENTIALITY.
- No eating, smoking, vaping, etc. while in training, meetings, or court.
- No lying down. You should be sitting up and alert for the duration of the virtual session.
- Do not have conversations with others in your home while in a virtual session.
- Do not unmute yourself unless it is your turn to speak or you have been asked.
- Please stay in one place for the duration of the session. Do not be driving, working, bustling around, going outside, walking around, etc. This is very distracting when on video. We understand sometimes things come up, especially with children or pets around the house. If you **\*MUST\*** move around, please turn the video off to handle any distracting movements or activities.
- Turn off other devices (including televisions, radios, etc.) during all virtual sessions.
- Have the charger for your device readily available. Low battery happens to the best of us, try to be prepared in advance.

Again, we understand this continues to be a challenging time, and we are all adjusting and learning together. Although appearing by video can sometimes seem informal, it is important to remember that even video appearances are to be treated professionally--you should behave and communicate in these video sessions as if you were in person, whether in a CASA training, team meeting, or in the court room at the courthouse. Thank you!