

SPSP Free-Form Participant Guidelines

Joining

- Your host will email you with a link to the meeting. Please do not share this link with anyone outside the group. Please be prompt so the meeting can start on-time (it will be open 5 minutes prior to the start time).

Participation

- Try to join from a quiet place. A headset with mic can help with background noise. Please keep yourself muted unless you're speaking.
- Lighting should come from in front of you or from the side, in order to best light your face
- Look at the camera when speaking.
- Turn off your camera if you are eating or need to attend to something off-camera. Turn the camera back on when you are present in the meeting again.