

General Rules for Attending Zoom Meetings
1st ACCCJ Online Conference, 1/14/2021 - 1/16/2021

In order to allow zoom meetings to proceed smoothly and safely (e.g., to prevent anonymous people from joining meeting sessions, zoombombing), all meeting attendees should strictly follow the following rules and guidelines:

1. Except panelists (i.e., presenters, Chair, assistant), **all participants must be active ACCCJ members**. Non-members will be denied access to meetings.
2. When entering the meeting room, all participants **must display their real full names** (Chinese name and/or English name) which should match their registered ACCCJ membership names, and allow the Chair/assistant to verify one's identity and membership.
3. Each participant can **join a meeting with one device only**. Otherwise, the participant will be removed from the meeting.
4. All participants are encouraged to turn on their web camera and show their appearances when joining a meeting.
5. While attending meeting sessions, **participants should mute themselves**. They should send their questions via chat function to the meeting assistant who will raise questions on behalf of all participants during the Q&A session of the meeting. During the Q&A session, participants may unmute and raise questions and/or make comments only with the approval of the moderator/Chair.
6. All sessions will NOT be recorded. **No recording is allowed by participants**. A participant who is recording a session secretly will be removed from the meeting.
7. Participants are advised to limit private chat while attending sessions.
8. Show courtesy, respect and professionalism.
9. For all other questions during a meeting, please let the Chair/Assistant know.