

## Zoom Expectations

For the London Med Summer School 2023 Programme, we will be using Zoom for the majority of the content. These guidelines also apply to all live-streamed content you engage in. As with all our events we expect participants to behave in a way that is respectful to themselves, other participants, St Georges, University of London and partner universities, and the school they represent. Any language or behaviour which is unprofessional, inappropriate, or offensive will not be tolerated. This includes language, which is discriminatory toward any groups, any conversations unrelated to the topic which disrupt the session and/or sharing personal details.

We expect you to use the platform as follows:

1. Set your Zoom name/screen name to your unique ID (sent via email), first name and initial of your last name. This helps with two things (1) to identify you quickly in the waiting room (2) to protect your identity by not having your full name visible. E.g., 728 Alice L
2. Understand you will be in the virtual waiting room until a staff member verifies your identity and place on your programme.
3. Keep your video off and microphone muted unless instructed otherwise.
4. Do not share the links to the sessions externally. As with the first point, anyone who is not on the programme will not be admitted.
5. Attend sessions on time, joining the call ready to start at the time outlined.
6. While on the call, do not share any personal information including your full name, email, telephone number or social media account(s). You should not have the ability to share the screen or annotate the slides.
7. If you do turn your camera on or decide to turn your microphone on when prompted, any resulting audio or video will be recorded as part of our automatic recording of all lessons. These will be used only to provide access to lessons for students whose internet connection did not allow them to watch live.
8. Please note, there will be staff members in each call with a ratio of 1 staff member to every 10 students, and they will be making sure that every participant adheres to the rules above.
9. At St Georges, University of London (SGUL), we want to ensure all our activities are inclusive and delivered in a safe and positive online space. Therefore, the purpose of this online code of conduct is to ensure all participants involved in online activities understand the expectations connected to their participation and ensuring a secure learning environment.

