

# Royal Netherlands Historical Society

## Etiquette for meetings online

### Preparations

- **Install** Zoom on your computer and get to know the program. For additional explanations about using Zoom, watch this useful [video](#).
- Find a quiet place, so that you can participate without any interference, and so that others hear you clearly.
- If you use your **phone**, try not to move it too much, as this may be distracting.

### During the meeting

- If you are not familiar with Zoom yet, try to start the program on time to make sure everything works.
- Mute your **microphone** while you attend the meeting to avert interference from disruptive background noises, so that everybody can hear the speaker.
- If you would like to feature a **virtual background**, select one that is not very distracting. Also ensure that no motion appears on the background, and that the colours are not too bright.
- Keep your camera on whenever possible. Speakers find it discouraging to look at only black screens.
- We advise against engaging in **unrelated activities** during zoom sessions, such as checking social media or your email.
- Because the digital setting needs to be **safe**, you are expected to refrain from recording or taking photographs and sharing them with others. The KNHG has a policy on taking photographs and/or recording videos ([maken van foto's en/of video-opnames](#)). Please take note of these guidelines.
- General codes of conduct apply at digital meetings as well. So do not lash out against others, if you disagree with what is said, and please let people finish speaking and keep the **discussion civilized**.
- No offensive, blasphemous, threatening or defamatory statements will be tolerated by the KNHG. If you resort to them, the moderator may mute your microphone or terminate your participation in the meeting.

### Questions & Answers

- If you have a question or comment, please ask or share it in the **chat**, because the moderator cannot see everybody in a large group. The **moderator** will indicate when you may switch on your microphone to avoid any confusion.
- Try to ask your remarks in the chat as **concisely** as possible, and use the chat only for **relevant** questions or comments.
- Do not use the chat for personal conversations.
- In some cases, there may be too many questions in the chat to address in one round. Try to be patient. Do not interrupt, but ask your question again.
- Try to look into the **camera** when you ask your question.
- Keep in mind that the video and audio are delayed, if you would like to ask a question.