

## Zoom Meeting Guidelines & Etiquette

In keeping with the RI policies and the importance of having discipline in your practice, the following Zoom etiquette will be observed:

- Please turn off any background noise (TV, cell phone if not being used) and choose a quiet location, if possible. Be prepared to focus on the meeting and avoid multi-tasking.
- Your background should be neutral – no controversial, political, or sexual content. These can work people up during the meeting.
- Please post your first name on your Zoom screen (last names are not required). Please remove other information after your name that may be political or religious in nature.
- Use of preferred pronouns (he/him, she/her, they/them) are ok to post.
- Please make sure you are appropriately dressed. We encourage you to put on your camera and point it at your face. Attire should not have inappropriate language or political sayings.
- There is no smoking or drinking of alcoholic beverages during the meeting. If you must eat during a meeting, please be sure to turn off your camera and microphone.
- RI Leaders should be on camera. If you are a participant and not on camera, make sure your photo or image is appropriate as stated above.
- If you join late, please mute yourself until asked to unmute.
- If you must move around during the meeting, plan to turn off your video.
- If you need a Newcomer Packet, visit <https://www.recoveryinternational.org/newcomers/> to download a packet. Here, you will also learn about what to expect at an RI Meeting.
- If you are attending a “webinar” format meeting, the leader will share slides for RI readings. If not a “webinar” format, have your RI literature available.

Any inappropriate behavior that is addressed by the leader and not corrected, will result in the removal of the participant by the meeting leader.

Consistent meeting standards are part of the RI Method. We appreciate your cooperation in helping us all “Make a business of our mental health.”