



## Zoom Video Conference: Meeting Protocol

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CUPE BC uses **Zoom Video Conferencing** for remote group chats and meetings. One can access a Zoom-hosted meeting via email invite, instant messaging invite, from one's browser, from the Zoom desktop and mobile application, and using a landline or mobile phone.

### 1. JOINING A MEETING

For any meetings hosted using Zoom, an email containing a **pre-registration link** will be sent to all participants in advance. After registering, participants will receive a separate confirmation email containing information about joining the meeting.

**By Computer/Mobile App:** If you have access to a desktop, laptop, or another mobile device, please download the **Zoom App** from the Zoom Download Centre (click [here](#)) prior to your meeting.

**By Phone:** If you will be dialing into a meeting from a landline or mobile phone (without video conference capabilities), dial the teleconferencing number provided in the email invitation. Enter the meeting ID number when prompted using your dialpad.

**NOTE:** If you dial into the Zoom meeting instead of logging in, you will not be able to vote. The polling function only works for those who join the meeting by internet. Should you require alternative voting options, please contact the CUPE BC Division Office ([info@cupe.bc.ca](mailto:info@cupe.bc.ca)) for additional assistance.

Further details and instructions for other devices can be found on the Zoom Website (click [here](#))

## PRIVACY AND CONFIDENTIALITY

Information and discussions arising during CUPE BC meetings are not to be shared publicly. With respect to maintaining privacy and confidentiality, please abide by the following guidelines:

- Refrain from taking screen shots to share outside of meeting;
- Refrain from copying any chats to share outside of meeting chat;
- Refrain from engaging in private chats with individuals during the meeting;
- If the meeting host chooses to record the meeting, the participants will be advised in advance and reminded before proceeding with the meeting. Participants who are uncomfortable with being recorded may turn off their video and/or communicate using the chat board.

## 2. MUTING PRACTICES

For computer users, the meeting host will **automute** all participants. Anyone joining a meeting using their phone will need to mute themselves.

Please unmute yourself when it is your turn to talk. Under settings, please click to suppress any background noise.

Zoom also has tools allowing one to participate non-verbally (i.e. thumbs up, clapping, etc.). More screenshots and related articles can be found on the Zoom Help Centre website (click [here](#)).

## 3. VIDEO PRACTICES

During breaks, please ensure to shut off your video. The meeting host can automute all members of the group, but cannot turn off another person's video screen.

#### 4. ELECTIONS AND VOTING

The **Zoom Poll Function** will be used to hold votes and elections during remote meetings. In the event that a **secret ballot** is required, the meeting host will also adjust the Zoom Poll settings to allow for anonymous voting. For **phone users**, the meeting host will call for verbal 'aye' or 'nay' votes.

If alternative voting options are required, please notify the CUPE BC Admin Staff assigned to your committee as far in advance as possible.

#### 5. QUESTIONS/COMMENTS

For online users, one can use the 'raise hand' function to bring forward questions. Once the moderator adds you to the speakers list, they will 'lower your hand'.

The meeting host will occasionally pause and request questions/comments from those using phones to dial in. If raising a question, please state your name first, and wait until you are identified to speak.

The chat function will also be moderated for questions. It is also a great place to share ideas and thoughts with each other.

#### 6. STRATEGIES: PREVENTING VIDEO CALL BURNOUT

##### Before the call begins:

- **Arrange a space:** Designate a space in your home for video calls – and take all calls from this defined space. Having a separate space for video calls will prepare you for them mentally and can even make you more productive during these calls.
- **Set boundaries:** Make sure your roommates and family members are aware that you are going to be on a call, and ask them not to interrupt you. This can help you focus during the call and can make the process less stressful.
- **Use time blocking:** You can schedule a few hours specifically for video calls and try to have calls only at this time. This can help you mentally prepare for video calls in the scheduled slot, and can also give you a few hours each day that are entirely free of video calls.
- **Switch devices:** If possible, use your phone rather than your laptop. This will give you the freedom to walk around and/or move your body while you are on call. This can then reduce the physical strain of video calls on your body.
- **Check if the video call is necessary:** Define an agenda for a scheduled video call. Ask others to note down what they want out of the call. If any or all agenda items can easily be discussed via emails or text messages, avoid having the video call altogether.

### During the call:

- **Break the ice:** Start your call by greeting every person and having a few minutes of small talk. This can help ease the tension and can create a connection amongst everyone who is on call.
- **Keep distractions away:** Build a habit of single-tasking. Avoid responding to emails, talking to others, playing games or getting other work done while you are on call. This will help you avoid multitasking and can lessen the mental load of the video call.
- **Use earphones:** Try using headphones or earphones during your call instead of relying on your phone or laptop's inbuilt mic. This will prevent ambient sounds – such as traffic noise, the whirring of the fan, or other background sounds – from disrupting the call.
- **Use pen and paper:** During work-related video calls, take down notes by hand. This will push you to pay attention to what is being said. Making physical notes can also improve your retention of what was discussed in the conversation.
- **Do the call without video:** If you feel anxious or uncomfortable in front of the camera, switch off your video. However, be proactive in letting others know about this decision and also be flexible enough to switch on the video when it is absolutely required.

### After the call ends:

- **Cool down:** Take a break after a call is done in order to allow yourself time to unwind from the constant digital stimulation. Take a few deep breaths and have a glass of water. Stay away from gadgets and the internet at this time.
- **Get moving:** Do a few light stretches and splash some water on your face and eyes once your call ends. The stretches can help combat the physical strain of video calls and the water can help your eyes feel cool after looking at a screen for long.
- **Shift to a different space:** Help yourself fully unwind after a video call is done by moving to another space. If you can't shift to another space, change the lighting in your room or sit in a different position.
- **Go offline:** If you can, follow up a video call with in-person interaction of some kind. Speak to your partner, kids, roommates, parents, or even just play with your pets for some time. If you live alone, you could spend some time in nature or pick up a good book to read.