The Women’s Initiative  
Virtual Offerings Guidelines and Agreements  

We welcome you and we thank you for choosing to spend time with us.

**Before joining an offering via Zoom**

1. Please register for the group via the Zoom link on our website. After you register, you will receive a link to a Zoom meeting. This is your unique link: please do not share it with others. (If the group is full, you may be put on a waitlist)
2. Five minutes before the offering is scheduled to begin, find a quiet, private space where you can log onto the Zoom meeting. When you log on, you will briefly be in a waiting area before entering the Zoom room.

**During an offering on Zoom**

1. **Be mindful of others’ virtual experience.**
   - Please mute your sound unless you are speaking.
   - If your quiet, private space is interrupted or you need to move spaces for any reason, please turn off your camera and mute the sound. Rejoin the meeting whenever you can return to a quiet, private space.
   - If you join the meeting late, check the chat section for important information, then find the flow and join in accordingly. Please do not speak upon entry unless called on by the meeting facilitator.
2. **Wait until others have finished speaking before talking.**
   - If you have difficulty finding a moment to talk, consider using the “raise hand” feature or type a short message that you would like a turn to speak in the “chat” section.
3. **Maintain confidentiality.**
   - The names and any identifying information of all participants in our programs are confidential. Do not share this information outside of the group.
4. **Remain engaged.**
   - We understand that circumstances change. If you become distracted or unable to participate at any point, please feel free to depart quietly. You can use the chat feature to alert others that you need to leave.
5. **Be patient and suspend judgment**
   - We welcome you to join virtual groups and programs at The Women’s Initiative with the understanding that we are all different. Keep in mind that many participants are new to virtual meetings and may take time to learn the process.

**After an offering**

Let us know how we are doing.
- We love to hear about your personal experience in groups with us. Please email us at info@thewomensinitiative.org to share good news or ways we can improve. If you have specific concerns, please contact the group facilitator or call our main office at 434.872.0047.