

Ground-rules for Online Small Groups

1. **Make sure your face has sufficient lighting.** Lighting works best in front of your face, not behind.
2. **Make sure your face is centered in the video camera.** We don't want to see your forehead, or neck, or miss you all together. Position the camera to eye level or slightly above.
3. **Select the quietest room/location you can find.** Turn off anything making noise in the background (TV, radio, appliances). Put pets in a different room or have them in a place where they will be most quiet. Places like a coffee shop or restaurant can work but sometimes background noise can be an issue. Noise canceling headphones can help with this.
4. **Only use one device per household.** When two devices are used in one location it produces feedback (really annoying noises).
5. **Give full attention, don't multitask.** When we are not paying full attention it can be a big distraction online just like in-person. When talking, spend some time looking at the camera, not just the screen.
6. **Stay in touch afterwards.** After our meeting, stay in touch with each other through texting or a phone call. See you this week!