

ECT* is committed to making its activities productive and enjoyable for everyone. Creating a supportive professional environment where open and frank discussion of ideas can take place, where everyone is treated with courtesy and respect, and in which diversity and inclusion are valued is the responsibility of all those involved.



BE ON TIME

Set your alarm! Log on a few minutes early.



LIMIT DISTRACTIONS

Find a quiet place. Check your surroundings.



BE PREPARED

Charge your computer, use headphones, turn on camera.



PRESENTATION

Wear appropriate clothes, sit up straight, camera at eye level.



MUTE YOURSELF

Mute yourself when you are not speaking.



PARTICIPATE!

Don't multitask, stay focused, take notes, contribute!



CHAT RESPONSIBLY

Use chat to ask questions. Watch out for gossip! It may be recorded.



SPEAK CLEARLY

Speak into your mic, slow down, take breaks to check in with others.



SHOW RESPECT

Practice good netiquette. Listen, be respectful, be considerate.