

## VIRTUAL ZOOM GUIDELINES

### ELMIRA-CORNING BOARD OF REALTORS®

Hello,

We know that times are challenging right now and we hope that offering classes via live broadcasting helps you gain the knowledge needed to grow your business. To help you be successful in your learning, please take a moment to read the following guidelines.

- If you are not **familiar with the Zoom platform**, please take the time to familiarize yourself with it by viewing [this](#) or other Zoom.us tutorials. You will want to know where your video and microphone controls are and where the chat box is located.
- In order to participate you will **need video and audio**, you will need to use a device with a camera so that your participation may be verified by our staff throughout the session. Your device or phone may be used for audio.
- If there are any **handouts for the class, you must print** them off prior to the course or have the documents available on a second screen to access them during the class.
- Please sign into the session **15 minutes early**.
- Please change your name if using someone else's device (i.e. family ipad).
- To stay compliant with the Department of State, we will be monitoring your participation/engagement throughout the program. Please be advised that, in order to receive
- CE credit, **you must stay visible and engaged** in class for the entire instruction time.
- Sit in a location that allows good lighting (we need to be able to see you).
- Create a space that will allow for good learning to use tools such as polling questions, hand raising for Q&A, and chat box for participation. Please be seated as if you were in the classroom, not driving, shopping, walking, or working on other tasks.
- Please **dress accordingly**- remember you will be seen!
- We ask that you keep your **microphone muted** unless you are asked by the instructor or moderator to do otherwise.
- If the session warrants a break, strict adherence to the break time is required.

As always, ECBOR's Education Department is here to support you. For questions, please reach out to us at [srose@elmira-corningrealtors.com](mailto:srose@elmira-corningrealtors.com).