

Anabaptist Theology Forum Online: Protocols

In light of the popularity of the recent online ATF events, it might be helpful to establish certain protocols in relation to how we all participate. These protocols are not intended to be unduly prescriptive but to enable events that run smoothly and offer maximum opportunity for all to participate.

1. The meeting host will notice your arrival in the 'waiting room' and will admit you as soon as possible once the meeting begins.
2. Unless you are unable or unwilling to be visible, please turn on your video when you enter the meeting.
3. Please mute your microphone when you join the event and keep it on mute unless you are actually speaking, as this cuts out background noise.
4. If you have questions or comments during presentations, please write these in the chat box, which the host will be monitoring.
5. If these are requests for clarification, the host will either interrupt the presenter if necessary or ask them to address these at the end of the presentation.
6. Other questions and comments will be addressed in the plenary that follows the breakout groups (if these are used).
7. Presentations will be recorded, unless the presenter does not want this, but these will only be made available afterwards with the presenter's permission.
8. The breakout sessions are not recorded.
9. Please be aware that any participant can save the chat conversation, so don't write anything that you don't want to be saved by others, and please use what you save for your own use and don't circulate it to others.
10. In the final plenary session, if you want to voice a question or make a comment, please use the 'raise hand' symbol at the bottom of the screen.
11. The chat box allows you to send messages to everyone or to specific persons so, to avoid overloading the conversation, please only send to everyone if this is necessary.