

Guidelines for staying safe on Zoom

The BMC is increasing its use of online meeting platforms to enable more members to have the opportunity to engage with the organisation and with their local area.

To help you ensure the meetings are secure and to ensure the safety and enjoyment for all involved, we have put together the following guidelines for our members.

Guidelines for Participants

- Make sure your computer or devices is running the latest version of the operating system and is up to date;
- Make sure your firewall is active and is up to date;
- Attend the meeting via a web browser;
- If using the Zoom app, make sure the software is up to date and you are using the latest version;
- It will be a requirement for you to register for the meeting, make sure you allow enough time before the meeting to do this;
- The host will normally control the muting and unmuting of your microphone, if you are unmuted and not speaking please be considerate and mute yourself;
- If you choose to share your webcam, be aware of what is in the background.

Meetings hosted on Zoom by the BMC will:

- Be scheduled so they have a unique Meeting ID;
- Require participants to register in advance for the meeting;
- Require a password to join the meeting;
- Not allow participants to share their screen unless they are presenting at the meeting in which case this will be arranged in advance and they will be made a co-host;
- Have end to end encryption switched on;
- Not allow file transfer during the meeting;
- Have a waiting room from which the host will admit participants;
- Not allow participants who have been removed from the meeting to re-join;
- Not allow participants to chat privately with other participants;
- Not usually have their registration link published on the website or on social media but instead be sent by email to BMC members.