

# GROUND RULES FOR ONLINE SMALL GROUPS

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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.
  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, let's stay in touch with each other through texting or a phone call. See you this week!
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