

## **OLDER ADULT SERVICES ONLINE PROGRAM GUIDELINES**

Welcome to Older Adult Services online programs! Our mission is to inspire and empower older adults to age well through community connection, learning, and play. In order to ensure a quality experience for all, we will be using the following guidelines:

- Keep your microphone muted unless you are speaking, then mute yourself again
- Position your camera properly so that it is showing your face
- Turn off your camera if you are walking around, eating or doing any other activity than full participation in the program
- Follow the presenter's rules for participation such as using the raised hand icon or chat feature

In order to assure a quality experience, participants may be muted by the host and/or have video turned off, or participants might be designated as listening mode only if their online behavior is disruptive or inappropriate.

**Thank you for your support and your participation!**

