

# Tips for running a remote meeting

## University Account & Punctuality

Please use your Zoom university accounts for Frankfurt UAS events and arrive on time for your classes so that you do not miss any learning content.



## Camera

It would be nice if you could - if possible - turn on your camera in the course, as this can create better interaction between lectures and students. In Zoom, you have the option to use a virtual background so that your private spaces cannot be seen.



## Microphone

Please only turn on your microphone when you want to contribute or are asked to say something. Microphones that are switched on often cause background noise.



## Chat

Please ensure that the language used in the chat is appropriate. Calling up and spreading insulting, racist or sexist statements in the chat is prohibited. Please only contribute content that fits the topic.



## Screen Sharing

Please comment on shared content only when the lecturer asks you to do so.



## File transfer

Please only send files in the chat that are related to the course. The distribution of e.g. offensive, pornographic or racist documents is prohibited.



## General information

You will receive an invitation to a Zoom meeting and, if you attend, you accept the applicable rules. If you do not provide your name, you will not be admitted, and if you are disruptive, you will be removed from the meeting. In case of punishable acts, copyright violations and especially illegal recordings, charges will be filed and university-internal sanctions will follow – up to exmatriculation. Please note in this course, that with your enrollment you have accepted by signature the framework usage regulations (IT-Rahmennutzungsordnung) for IT systems of the university.



This prohibits, among other things, the improper use of the IT infrastructure of Frankfurt University of Applied Sciences. In the event of violations, § 9 of the framework usage regulations may apply.