



The Patterson Foundation's Zoom Etiquette Guidelines

Whether you're hosting or attending, every Zoom is an opportunity to foster connection, build trust, and strengthen our work together. Let's make every virtual experience reflect the excellence and care that defines The Patterson Foundation.

Cameras On, Connection Strong

Whenever possible, join with your camera on—especially at the start of a meeting. It helps build connective tissue, shows presence, and makes guests feel welcome. If you're facing a tech or personal inconvenience, it's okay—just let the host know.

Be a Gracious Virtual Host

When guests join a Zoom, welcome them as you would if they were stepping into your home. A warm greeting, a quick intro, and a helpful tone go a long way in setting the stage for trust and openness.

Mindful Eating & Muting

Avoid eating on camera during Zooms. If you need to grab a bite during a meeting, kindly turn off your camera and mute yourself to minimize distractions.

Names Matter

Ensure everyone renames themselves using the format: First Name | Organization (or TPF Title). This fosters collaboration and clarity.

Attire Matter

Even in a virtual setting, attire reflects respect for the work and those we collaborate with. Please wear professional or business casual clothing that is appropriate for the nature of the meeting. If you're unsure, dress as you would for an in-person meeting with colleagues, partners, or community members.

Show Up with the Right Energy

Your attitude is your access point. Show up ready to learn, share, and engage. Be present, punctual, and prepared.

Use Co-Hosts Strategically

If you're facilitating, assign multiple co-hosts to help with tech, chat, spotlighting, and breakout rooms. It ensures a smooth and inclusive experience for all participants.



Using a new tech platform or interactive tool? Offer training or a walkthrough beforehand to ensure participation is smooth and stress-free.

Chat with Purpose

Use the chat to uplift, echo key takeaways, and engage respectfully. Avoid off-topic side conversations.

Mute When Not Speaking

Help reduce background noise by staying muted unless speaking. Facilitators can help with reminders.

Prep Your Tech Space

Before your Zoom: test your audio/video, use a clean or virtual background, and have materials ready.

Respect Time & Transitions

Honor everyone's time. Start and end on schedule, clearly guide transitions, and manage group discussions well.

Follow Up Thoughtfully

After a Zoom session, send key takeaways, links, or recordings when appropriate to support continued learning.