

**DISTRIBUTE TO:** District through Territory Leaders, Zone and Territory Offices  
**FROM:** SGI-USA Organization Center  
**SUBJECT:** **Best Practices for Zoom Meetings**

SGI meetings, whether in person or by Zoom, constitute a “Buddhist Assembly” and as such should be conducted with respect for all participants. Further, it seems we will be conducting meetings by Zoom for the foreseeable future. For this reason, and after evaluation and hearing feedback about these meetings over these seven months, we respectfully urge that the following best practices and tips for creating dynamic Zoom meetings be implemented, by everyone. These will ensure that our online kosen-rufu activities will be the best and most encouraging meetings for our members and guests, held in an atmosphere of respect for all. **Please share this information with all members.**

### Guidelines

1. Mute when not speaking.
2. Turn camera on during activities which involve discussion or engagement, e.g. district activities.
3. If driving, in transit, or walking around, turn off video and mute.
4. Dress respectfully and appropriately as if attending an in-person activity.
5. Refrain from eating meals, as an SGI Zoom meeting constitutes a faith activity.
6. Other distracting behaviors to avoid:
  - Visibly engaging in ongoing conversations
  - Excessive use of the Zoom “Chat” function and private messages such as adding commentary or answering questions not directed to you
  - Chanting while meeting is ongoing
  - Cooking, cleaning or doing other household activities
  - Changing clothes or doing one’s hair
  - Surfing the web, emails
  - Watching TV
  - Joining from bed unless need to do so because of medical or health condition
7. While it’s great for guests who live elsewhere to attend, we should not invite members from other organizations/countries to our meetings due to differences in how activities are carried out.

**Breakout Groups:** Participation and discussion is most fruitful when using the Zoom “Breakout Group” function. This allows the participants to be broken into smaller groups during a discussion and then brought back to the main room once the discussion has concluded.

**Click here for an instructional video:** <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms> (We encourage that the hosts of meetings practice using this function prior to the meeting.)

**How to Play Music:** To play music on Zoom before the start of a meeting or as participants are leaving without having to share your screen, check out this tutorial:

**Link:** <https://vimeo.com/473646356>

**Password:** SGIZOOM1

If you’d like to play an SGI song, you can find some here: <https://www.sgi-usa.org/memberresources/leaders/songs.php>