

Video Conferencing Behavior Agreement Form

Participant Information

Full Name

Email Address

Agreement Guidelines

- ☐ I will join the conference on time and notify the host if I will be late.
- ☐ I will keep my microphone muted when not speaking.
- ☐ I will use appropriate language and display respectful behavior at all times.
- ☐ I will not record, screenshot, or share meeting content without permission.
- ☐ I will maintain confidentiality of any sensitive information discussed.
- ☐ I will follow any additional meeting rules provided by the host.

Comments or Questions

Signature

Date