

Tips for having the best MCD experience

PREPARE IN ADVANCE



- Set up a Zoom profile with photo
- Download Zoom client on PC
- Join with your computer
- Make sure you have the latest version
- Join with full name and uni in brackets
 - e.g. John Doe (RAC)
- Use a stable internet connection

YOUR PRESENCE



- Please arrive on time for every session
- Keep time difference in mind - all times given in programme are German time
- Make sure your room is well lit
- Use headphones to avoid acoustic feedback
- Turn off phones or sounds on PC
- Be engaged and active
- Turn on your camera

SET UP A WORK ZONE



- Have pen and paper handy
- Take notes
- Turn on your mic for talking
- Put your phone away
- Have some water next to you
- During breaks, open the window
- Take a little walk during lunch

ENGAGEMENT

- Ask questions
- Share your opinions
- Be the first to volunteer
- Listen actively
- Let others finish their thoughts
- Be open to the experience



COMMUNICATION

- Speak slowly
- Use simple words
- When you can't remember a word try to describe it
- Be polite
- Use chat function only when necessary
- Take a "behind the scenes" photo and share it in our [FB Event](#).



SHARE THE LOVE

- Please help others if they struggle with tech or other problems
- Have patience when something doesn't go as planned
- We will do event summaries on [FB](#) and [IG](#) - feel free to add your favourite moments in the comments

