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MEDIATION

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## ZOOM GUIDELINES

In preparation of your mediation, please follow these steps:

### PRIOR TO MEDIATION:

- If you are new to Zoom, please visit [zoom.us](http://zoom.us) and utilize their support resources to familiarize yourself with the platform. Zoom's website provides comprehensive guidance.
- Attorneys and clients should test their devices and connections well before the mediation to ensure both audio and video are functioning properly.

### DAY OF MEDIATION:

- Choose a private location and minimize background noises or disruptions as much as possible.
- Ensure that you are logged into your Zoom account.
- Click the meeting link in the confirmation email at least five minutes before the scheduled start time.
- Upon entering the meeting, all attendees will be on mute. Please unmute by clicking the microphone in the lower left side of the screen.
- NOTE: All participants should join with audio and video enabled.

If you encounter any issues, please be sure to contact my case manager at 352.290.4343.

### DURING MEDIATION:

The Zoom mediation will utilize the following virtual rooms:

- Main Room for the initial appearance after joining the session from the waiting room
- Petitioner/Plaintiff Room(s)
- Respondent/Defendant Room(s)
- Other rooms as needed

As the host, I will be able to join all rooms and go back and forth. Conversations and chats in the Plaintiff and Defendant rooms will remain private.

If you get disconnected, return to the confirmation email and rejoin using the link provided.

Thank you for your patience and understanding. I look forward to seeing you at the mediation.