**George Mason University K-8th Grade Virtual Field Trip Guidelines**

Thank you for booking a virtual group tour experience with the Office of Admissions at George Mason University! We are looking forward to meeting your group virtually. In order to ensure that the experience is beneficial for all involved, please review the following guidelines and share with your students prior to your scheduled meeting.

* The group coordinator or at least one alternative group chaperone **must** be present for the duration of the virtual experience. For large groups, a 1 adult: 20 student ratio is requested. The designated group chaperone will be given co-host privileges for the Zoom meeting upon joining. Chaperone(s) are expected to monitor student behavior during the visit, such as in the chat, to ensure that the meeting is a positive, engaging environment for all participants.
* Please have all participants join the meeting promptly at the group tour start time. The designated group chaperone should enter at least 5 minutes early and will assist with allowing students to enter from the waiting room.
* We will begin promptly, and it is important that everyone is logged in and ready to go at the appropriate time. If no one has joined the Zoom meeting after 20 minutes, the host (Admissions representative) will end the meeting.
* All participants will be muted upon entry, but participants will be able to control their own camera and mic functions. We ask that all participants are respectful and mindful of others in the space. When not speaking, we encourage participants to stay muted. Participants are welcome to use the chat function to submit questions throughout the presentation.
* During the Q&A section, the designated group coordinator or chaperone is expected to moderate questions from the chat to the Admissions representative. The following format may be used: “We have a question from (student’s name) for you Sydney (or other Admissions representative). Their question is \_\_\_\_\_.”
* **At no time can an Admissions staff member or Mason Ambassador engage in a private 1:1 conversation with a student on a group tour.** If a student privately messages via the chat, we will not respond. Instead, a reminder will be put in the main chat and/or an announcement will be made that students must send all chats to the entire group.
* Students that abuse the video, mic, and/or chat functionality may be removed from the Zoom call as needed. Students may be named and sent to the group contact for follow up.
* The Office of Admissions saves all Zoom chat logs. Students should be aware that any messages sent in the chat will be seen by our Office of Admissions staff.
* In the event of an emergency, the Office of Admissions may need to end your visit early or cancel your visit. We will make every effort to avoid ending or cancelling your visit unless it is deemed absolutely necessary.
* In the unfortunate event that your group needs to cancel, we ask that you contact us immediately so we can update our calendars. If you would like to re-schedule your visit, we will work with you as best as we can.