

## Online Zendo Guidelines and Etiquette

To facilitate a calm and settled space so that practitioners can attend to the moment-to-moment unfolding of experience in meditation, there are zendo practices, or forms, practiced with harmony in mind. Set a space aside for your meditation, with your cushions, bench, chair, or other arrangement ready before a meditation period (or Dharma event).

### **Minimize visual distractions**

If using a desktop computer, shift the space from a workstation to a practice space by clearing or covering work papers and materials. Please be sure not to have images with text or light sources directly in front of the camera.

A recommended form is to sit in profile, not facing the computer screen. This allows participants not to be distracted by the movement of other sitters or to distract others, representing the practice of facing the wall during zazen. It is also fine to sit off-camera.

### **Minimize visual distractions for others**

Face the camera away from any direct light sources, including candles. Practitioners may position the camera to face an altar.

### **Minimize audible distractions for yourself and others**

To cultivate the harmony of practicing together, please join on time (10 – 15 minutes before zazen or other Dharma event).

Remember to **mute your microphone** upon entering the online zendo (if it is not already muted).

Care well for silence in the online zendo until the closing recitation.

### **Before zazen, bow and settle into your meditation posture**

Bow towards and away from cushion, chair, or other seating arrangement. This is traditionally done with palms together.

Bow, while seated, at the end of the closing recitation. Upon standing, rearrange the meditation cushion or otherwise care for the seat of practice as you would in a formal zendo situation.