Tips for Synchronous Group Chat

**Participants**
1. Login a day or two before and try out the tool
2. Turn on logging in your preferences to retain the text of the chat.
3. Login in advance of scheduled time so you will be ready.
4. **Do not:**
   1. send private IMs while group chat is in session
   2. exceed time limits set by the moderator
   3. make fun of others
   4. wander off topic
5. When addressing a particular person, begin sentence with the person's name

**Facilitator**
1. **Write an introduction** that will:
   1. Remind group of any assigned requirements for the chat.
   2. Describe meeting format. Will participants take turns? Will there be time limits?
   3. Summarize the protocol for participants to ask questions or make comments.
2. **Format introduction** appropriately for type of chat.
   1. For voice enable chat, use an outline or notecards
   2. For text chat break up written introduction into fairly short lines that you can cut and paste.
   This makes it possible to feed the introduction line by line into the chat client, saving a lot of time.
3. **Email participants** in advance, if you know who they will be, providing the chat plan and rules.
The introduction can be abbreviated considerably.
4. **Session.**
   1. Allow a 5-minute social time for participants to chat without rules
   2. Introduce chat plan prepared above (abbreviated if advance info was emailed)
   3. If there is a timekeeper, turn time over to timekeeper for any timed portions
   4. For informal portions, try to give quiet participants equal time with talkative ones.
   5. Allow time at end for person taking notes to summarize

**Text Chat Cues**
- ? handraise for I have a question
- ! handraise for I'll answer that
- ... I am not done with what I am saying
- >> I'm done talking
- * in front of a word, correcting a previous typo

**Text Chat Abbreviations**
- lol = laugh out loud
- rofl = roll on the floor laughing
- brb = be right back
- afk = I will be (or I was) away from keyboard
- cya = see ya (or see you again)
- ppl or peeps = people
- k = OK
- np = no problem
- ty = thank you
- yw = you're welcome

**References**
7 Things You Should Know About Series: [http://www.educause.edu/ELI/ELIResources/7ThingsYouShouldKnowAbout/7495](http://www.educause.edu/ELI/ELIResources/7ThingsYouShouldKnowAbout/7495)
  - Skype: [http://www.educause.edu/node/162373](http://www.educause.edu/node/162373)
  - Virtual Worlds: [http://www.educause.edu/node/156818](http://www.educause.edu/node/156818)
  - Second Life: [http://www.educause.edu/node/163004](http://www.educause.edu/node/163004)
  - Virtual Meetings: [http://www.educause.edu/node/156814](http://www.educause.edu/node/156814)