



# Guided Virtual Tour Best Practices



**Be on time.** Please be on time for your Guided Virtual Tour. Entering the Guided Virtual Tour late can be distracting to the group and your tour guide, and we don't want you to miss out on anything!



**Learn the web conference platform used by your school.** Learn how to enter the Guided Virtual Tour, mute and unmute yourself, turn off your camera and use chat.



**Stay in one spot during the tour.** It's distracting to your classmates to see you moving around during the tour. Find a quiet spot where you will be comfortable so you can enjoy the entire tour.



**Eliminate distractions and background noise.** Turn off the music or the TV in the background. If you need to use the restroom, try to do that before the tour starts. Don't text or play on your cell phone during the tour. Please also mute your microphone feature to decrease background noise as well.



**Wait for your turn.** Follow your teacher's instructions for asking and responding to questions. Please don't blurt out a question until you are called on by the tour guide or your teacher.



**Remember, this is a school activity.** While it might be exciting to see your friends, this is not the time or place to visit with them. Your Guided Virtual Tour has a chat feature, so please use it only to ask questions or respond to a question from your guide or teacher.



**Respect your Tour Guide!** For all the work they have done to offer you this tour of the Washington State Capitol. Make sure they know how much you appreciate them. The best way to do this is with good behavior during your Guided Virtual Tour.