



## Guidance for Participating in a Virtual Meeting

The information below provides some guidance for participating in a virtual meeting:

- Agenda, papers and joining instructions will be issued prior to the meeting.
- Participants should join the meeting 15 minutes prior to the meeting commencing. Please join by using the joining instructions provided; and check in advance that you have the appropriate web browser/software.
- If you join late, join quietly and do not interrupt the conversation or the presentation.
- Background noise and audio feedback can disrupt the meeting. Please turn off your phone or anything else that might distract you or the other participants. When you are not speaking mute your microphone. Please remember to unmute your microphone when you are invited to speak.
- Some etiquette tips for participating in a virtual meeting:
  - Be courteous to other participants; and do not interrupt people
  - Indicate to the Chair when you have a question or comment
  - Await to be invited to participate in the meeting before speaking
  - Unmute your microphone when speaking and remember to mute the microphone when finished speaking
  - Speak clearly and allow for a 2-3 second delay
  - Keep body movements minimal
  - Avoid multi-tasking during the meeting