

Video conference – rules of engagement

Video conferencing is being used in place of face to face meetings in response to the COVID-19 pandemic. This may take a bit of time for us all to get used to and we need to work together constructively during this time.

Whilst people often manage a video conference meeting like an 'in person' meeting there are several differences.

This document outlines some suggested rules of engagement to help you get set up and participate in an effective video conference.

Following these ground rules will reduce the likelihood of technical issues and distractions and maximise time for conversation.

Before the meeting

1. Choose a relatively quiet indoor location to attend the video conference. If you are concerned about noise, use headphones to minimise background noise and increase the quality of sound.
2. Set up your device (laptop, computer or phone) or camera so there is a clear and unobstructed view of yourself. Make sure you are in a well-lit area.
3. Test the Wi-Fi and/or 4G strength in your chosen location by logging on to the internet via your chosen device. This will reduce the risk of connectivity issues during the meeting.
4. If it is the first time you have used Zoom meetings allow some time before the meeting to test logging in. If you are having trouble logging in to the meeting please contact Jess Buckley on 0409 306 721.

During the meeting

1. Please ensure your microphone is on mute unless you are speaking. This is to avoid unnecessary background noise. The Chair may also mute participant microphones during the introductory remarks and presentations.
2. The Chair will let you all know when it is time to commence the meeting. It is the Chair's role to facilitate the meeting, this means inviting people to talk at different times and allowing space for questions and conversation in line with the agenda.
3. Be considerate of others. Please ask a question using the "Chat" function and we will come to your question at the end of that agenda item.
4. Please give the meeting your full attention and leave your camera on, as you would in an in-person meeting. It can be tempting to multi-task, but this can result in missing important information.