

BLACKHEATH & ELTHAMIANS HOCKEY CLUB



GOOD PRACTICE GUIDE FOR VIRTUAL MEETINGS

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The aim of this document is to outline some good practice for participants during a virtual meeting.

- Participating successfully in a virtual meeting can be difficult. Try not to speak across others or interrupt. Please wait to be invited to speak by the Chair, or other designated representative. At the start of the meeting the Chair will outline how to put your hand up to ask a question or make a comment.
- If you are using a video link remember that everyone will be able to see what you are wearing and make sure it is appropriate. Neutral colours and backgrounds work well.
- Check the view people will get from your camera and remove anything in the way that might cause a distraction.
- Ensure your location is well lit, natural light is the best.
- Make sure your microphone is working but keep it on mute throughout the meeting, except for when you wish to make a comment or ask a question.
- Speak clearly and with sufficient volume into the microphone – you need to be heard but there should not be a need to raise your voice unduly.
- Look at the camera if you are on a video call. If you can be seen by everyone else all of the time, keep this in mind for the duration of the meeting.
- Remember to mute your microphone again after speaking.
- You may find it easier to concentrate if you use headphones or a headset as these will cut out any background noise in your location.
- Put your mobile phone (and any other devices nearby) onto silent mode or switch them off if you don't need them.
- If possible, attend the meeting in a quiet space (such as your home office), away from other family members and pets. Let the other members of your household know that you need to be on the call without interruptions and when you are likely to be finished.
- Be well prepared, assemble all you need in good time, including any papers for the meeting, pens and paper to write on, devices to read the papers on, and any refreshments you may need (make sure you are on mute to consume them though). Remember to use the bathroom before the meeting – much better than having to leave the meeting part way through.
- Make sure all the devices you need for the meeting are fully charged or connected to power from the start of the call if there is any doubt that their remaining battery life is enough for the expected duration of the call.
- Join the call in plenty of time, try joining or dialling in at least 10 - 15 minutes before the start so that if you have any connection issues you have time to resolve them.