

## **Board of Examiners Remote Meeting Protocols**

1. Join the meeting in Microsoft Teams prior to the start time, so that the quorum for attendance can be confirmed and the Board meeting may commence on time (it will also allow you time to check your own connectivity).
2. Switch on your camera as you join the meeting (as it may default to off).
3. Mute your microphone when you are not speaking.
4. If you wish to speak, alert the Chair by using the 'raise hand' function, or briefly speaking (being careful not to speak over other contributors).
5. State your name when first speaking, as only a few faces will be visible on the screen at any time).
6. Speak clearly and more slowly than in normal conversation, keeping your comments concise and to the point.
7. Keep rustling of papers / other background noise to a minimum when your microphone is unmuted.
8. Remember that everyone will have to unmute their microphone to speak, so there may be a brief pause in the discussion as this happens.
9. The chat window should not be used for confidential discussions.
10. Any written record of the meeting is eligible for inclusion in a Freedom of Information Request. Where possible oral contributions only should be made.