

SOMERSET NHS FOUNDATION TRUST

VIRTUAL MS TEAMS MEETINGS

MEETING ETIQUETTE FOR FORMAL MEETINGS IN PUBLIC

1 MEETING ETIQUETTE GUIDELINES FOR FORMAL MEETINGS IN PUBLIC

1.1 Board members are asked to observe the following etiquette for Part A/Formal Meetings in Public:

- Test your video conferencing platform by double-checking your audio and visual settings before joining the meeting
- Ensure you have a suitable 'background' or use the "blur background" function for when you are on camera: you are able to test this before/when you join the Meeting
- Improve your lighting. Participating in a video conference from a dimly lit room makes it difficult for other participants to see you. Backlighting can be especially problematic (puts you into silhouette), so try to use natural light from the front or side when possible. Overhead lighting works as well
- Put yourself on mute when not speaking to avoid background noise
- Once the session begins - and if you are on camera – try to keep your eyes on your webcam – not on yourself
- Please remember that members of the public may be present or that the meeting may be audio recorded
- If you want to ask a question or request to speak during an agenda item, please raise a virtual hand – the Chair will pick this up
- In cases where the Board are being asked to approve an item:
 - Where possible, Board members should raise a virtual hand to approve an agenda item.
 - If Board members do not have a virtual hand, they should turn on their mic and respond accordingly
 - in the event that a Board member does **not** wish to approve the agenda item, they may wish to provide reasons for this, in which case it would be appropriate to turn on the microphone
- To minimise the risk of public questions/running commentary and distraction, please limit the use of the Chat bar. Also please note that the comments in the chat box will be available to all those who have received a meeting invitation (even if they have not joined the meeting) or have joined and

departed the meeting before the end of the meeting.

- When discussing the planned agenda items, please be careful not to bring in information from other meetings that may not be relevant and could be sensitive to a public audience
- Please ensure that questions/discussion are appropriate for publication in the public domain, i.e. do not seek or release confidential/Part B items or information
- Please 'Join the Meeting' in good time – suggest 5-10 minutes before – so that the Meeting can start on time

November 2020