

Meeting Etiquette (Webinar/Conference call/Lync)

Turn off instant messaging or auto email notifications since these can be heard.

- Log in to the WebEx or Microsoft Lync conference at least 15 minutes prior to start of meeting to confirm sign on and trouble shoot access issues. This will ensure everything is working properly and allow the meeting to begin on time.
- Mute audio line when not talking to minimize background noise and prevent distractions.
- Never push the "Hold" button on the phone as some are set to play music and will disrupt the meeting.
- Be an active participant by voicing opinions before voting, giving comments and asking questions.
- Be respectful by giving helpful suggestions and being considerate of the host.
- Participants should state their name before making comments, motions, or recommendations so all members know who is speaking.
- Speak clearly and slowly.
- Eliminate side discussions with other participants to prevent distractions.
- Noisy activities such as shuffling papers, getting ice, scraping chairs, pencil tapping, opening meal wrappers, etc. must be kept to a minimum and/or omitted.
- Reach out to phone attendees frequently during the meeting to be sure they are included in the discussion and/or to see if they have.
- Encourage use of laptop and camera in room other than 2C155.
- For WebEx or Lync log on issues, contact IT to minimize meeting delays
- WebEx training (required) for Chair/Chair-Elect. Highly recommended for all council/committee members.
- Parliamentarian to have secondary computer to monitor attendee's behavior and mute/unmute as needed.
- Add IT as alternate Host for meeting (if meeting in building)

The Chairperson and/or Speaker

- Respect participants by starting and ending on time.
- Prepare and follow agenda by staying within noted timeframes.
- Confirm attendees can view the screen and/or slides at the beginning of the meeting and at intervals during the meeting.
- Establish non-speaking communication protocols for meetings by having a person receive computer messages such as the volume is too high or cannot see slides to the chair person.
- Explain when questions will be taken during the meeting so everyone understands the process.
- Delete confidential items from the desktop when sharing with members.
- Chair/Chair-Elect set up WebEx and Lync with sign on capabilities
- Host logs on to WebEx 30 minutes prior to meeting
- The Chair schedules all meetings of the Council and post invite on Outlook with logon instructions. Include IT in the invite.