



ONLINE MEETING ETIQUETTE

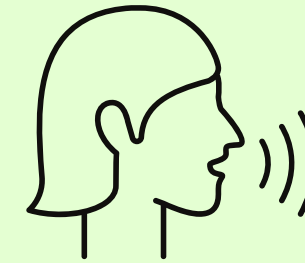
Tips for ensuring Effective Online Meetings



Sit in a quiet room



Speak Clearly & Concisely



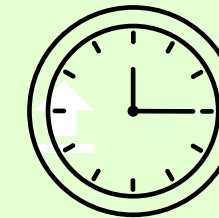
Mind you body language



Check your Software Settings in Advance



Always join the meeting early



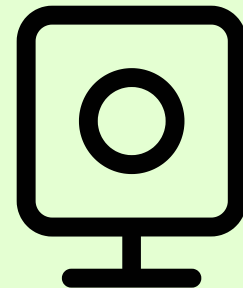
Be mindful of your background & lighting - use blur feature



Dress Appropriately



Position Camera Accordingly



Don't eat during Meeting



Mute Your microphone when Not Talking



Raise the Hand icon & wait to be asked to speak



Turn off electronic devices



Tips for ensuring Effective Online Meetings

To ensure online meetings run smoothly and are productive please be sure to follow the tips below:

- Use the video option where possible and be mindful of the position of the camera and lighting. It is best if the camera is positioned level with your face to avoid unflattering views or participants not being able to see your face clearly.
- Mute your microphone when not addressing the meeting.
- If you would like to address the meeting it is a good idea to use the “Raise Hand” function.
- Please wait to be asked by the convenor to speak before addressing the meeting.
- Be aware of the background in the room and make sure there is nothing confidential that can be seen by meeting participants.
- Custom backgrounds or the “Blur Background” feature are very useful tools and are recommended.
- Join the meeting from a quiet location where background noise and activity will not be a distraction to you or the group.
- Switch off all electronic devices including mobile phones.
- Do not eat during the meeting and refrain from drinking alcohol.
- Be mindful of your attire and dress appropriately.
- The recording function is useful when compiling minutes to capture accurate details. Please let meeting participants know that the meeting will be recorded.
- Remember that Branch and Management Council (MC) Meetings are official proceedings and participants need to abide by the Society’s Code of Conduct which can be found on the ASHS Website under “THE SOCIETY” tab.
- All Branch and MC meetings are to be inclusive. Please remember to always be respectful of others opinions and input as we strive to build, grow and promote the Society and our wonderful Australian Stock Horses.