



## **Video Conferencing Etiquette Guide**

### **Generally**

- This guide applies to Council and any stakeholder or community members engaging with Council
- The Code of Conduct and Code of Meeting Practice apply
- Please be patient.

### **Roles**

- Council Officers will facilitate the meeting

### **Speaking**

- Your microphones will be muted unless you are called on to speak.
- Use Zoom's 'Raise hand' function if you wish to speak, where you must wait to be asked to talk.

### **Questions**

- To ask a question, you must use the hand raise tool in Zoom. To access the button, click on 'Participants' on the bottom of the page (when in Zoom meeting), this will bring up a column on the right-hand side with the option to 'Raise hand'.
- The moderator will call your name when it is time to ask your question. You will be unmuted to ask your question.

### **Technical problems**

- We ask you to test the Zoom link when you receive it and if you experience technical difficulties, do not worry, email [communications@waverley.nsw.gov.au](mailto:communications@waverley.nsw.gov.au) and we will answer your questions or send more information.

### **Timing of info session**

- The info session will run for an hour, 6.30–7.30pm.

#### **Record keeping**

- The webinar will be recorded and made public on Have Your Say Waverley after the event. Questions and comments will be documented.

#### **General tips for video conferencing**

- Frame the camera and adjust the lighting so that you are clearly visible.
- Reduce background noise.
- Practice accessing Zoom before the meeting.

#### **Antisocial behaviour**

- Antisocial behaviour will not be tolerated and you will be muted or asked to leave if it persists.