



Teleconference Etiquette.

With the use of teleconferencing as the main method of communication in place of face to face meetings it is important that these meetings flow as smoothly and quickly as possible.

The following detail gives a guide to the etiquette and procedures that will ensure that all participants get the most out of this method of meeting.

1. All participants should dial in 2 minutes before the agreed start time.
2. Have only one person moderating the session.
3. Do not start the meeting until 3 minutes after the gazetted start time.
4. The Moderator must have every participant acknowledge their presence in the meeting at the start.
5. Do not restart the teleconference if someone is late.
6. Do not ask general questions of the group. Be specific as to who should respond to any question.
7. Only one person should talk at a time.
8. Ask individuals to state their name when responding or contributing in a large group.
9. All telephones are to be on mute when not talking.
10. No telephones should be put on hold as the 'hold music' dominates.
11. Do not put your face up to the camera on a videocall.
12. Produce and distribute minutes of the meeting within 24 hours of the meeting.

Lastly, respect all opinions and ensure that everyone has had an opportunity to contribute.

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