



# West Sussex Video Conferencing Protocol

Updated: 19-Aug-2020

## 1. Be prepared and on-time for the meeting

The Management Committee (MC), and any co-opted members will be advised that a Conference Call (CC) has been scheduled. The County Secretary will circulate the MC with a proposed Agenda, Date and Time together with any reports or proposals relevant to the agenda items.

## 2. Keep it concise

There will be an opportunity for all MC members to voice their opinion in strict rotation (*See Item 5*). Those that wish to speak - raise their hand, and the chairman (elect) will note your request to speak. We advise the MC should each have a notepad with them, to make notes, so when it is their turn to speak, they know what they are going to say. If there is time there will be an opportunity for AOB, however this may have to be carried over to another CC.

*Note: "The simplest explanation is usually the correct one." That means keep your responses as short and sweet as possible.*

## 3. Utilize visuals to enhance participant interest – (Circulate to MC prior to the Call)

Visuals are a great way to keep a meeting interesting and fresh. You can wirelessly share applications, PowerPoint™ presentations, videos, charts, graphs and anything else for real-time collaboration.

## 4. Record the video conference for Minuting

MC Meetings will be recorded for the purpose of write-up for the Minute Secretary and issue of minutes.

## 5. Mute yourself when not speaking (**IMPORTANT**)

Even if you think you're being extremely quiet while someone else is speaking, most microphones will pick up faint sounds like typing, coughing, chewing or tapping your pen. Once you get several people on a call with unmuted microphones, the background noise can be extremely distracting. As a common courtesy to others, always mute your microphone when you're not speaking. **Remember to turn yourself on when it's your turn to speak!**

## 6. Minimize distractions

This may seem obvious, but it is important to make sure that everyone is focused on the meeting at hand and not on other distracting tasks. Put your smartphone on silence or out of sight during the meeting. Disable pop-up notifications and close other programs like chat, calendar notifications and e-mail.

## 7. Double-check your settings

While video calling just takes one click of a button now, it never hurts to double-check your settings and make sure your audio and camera are correctly configured. That way, if you have an external monitor with a built-in camera, you can adjust accordingly.

## 8. Use common courtesy

Because video collaboration is just like an in-person interaction, it is important to use the same courtesy you would use if you were in the same room. This includes paying attention to the speaker, minimizing multitasking and refraining from interrupting. Though this may seem obvious, good manners can take you far when building MC relationships.