GUIDANCE FOR ON-LINE REMOTE MEETINGS

> **Purpose of document:** To provide guidance to **Public Speakers** in order to hold effective online meetings and make best use of online meeting technology.

Introduction

Remote meetings of the Council will follow the rules set out in the Council's Constitution and Standing Orders, subject to the additional powers and considerations conferred by regulations under Section 78 of the Coronavirus Act 2020 which enable the Council to hold virtual meetings. Rules related to the notice of meetings and access to agendas and reports as set out in the Council's Access to Information Procedure Rules continue to have effect.

The Council is using Microsoft Teams software to run remote meetings, with Microsoft Live Events to enable public viewing.

Meeting Notification and Access to Agendas

Details of meetings and weblinks to view the live stream of virtual public open meetings will appear on the Council's website on the relevant meeting page, where the relevant agenda and reports will also be available.

Public Speakers will receive an email with a link to join the Meeting as a participant in advance of the meeting. It is also possible to join remote meetings by telephone. Instructions for this and using Microsoft Teams for meetings are attached in **Appendix 1**.

Before the Meeting – Setting Up

(1) Plan to join the meeting where there are minimum background distractions i.e. doorbells, house phone, TV, family members moving in the background. These will not only be a distraction for you but also for everyone else watching.

(2) Join the meeting 20 minutes in advance of the published start time to ensure that their internet connection, camera, audio speaker and microphone are working. When everything is working, microphones should be muted until the meeting starts. You will not be visible or heard on the live stream until you are due to speak.

An online meeting invitation is like a physical room in that it can entered as early as wished, but the start time reflects when everyone needs to be ready to start.

(3) It is a good idea to have a glass of water to hand before the meeting begins, together with any notes that will be needed during the meeting.

(4) Check that any mobile devices required during the meeting are sufficiently charged.

During the Meeting - Etiquette

(1)   Mute the microphone when not talking.

(2)   You should have your camera on when speaking where possible.

(3)   You will only be permitted to speak for the time allocated to you and not at any other time. This is no different to what is allowed when meetings are held 'in person'. For Development Management Committee meetings, speakers have a maximum of 3 minutes to address the Committee.

(4)   When referring to a specific report, page or slide - mention the report, page or slide so that others have a clear understanding of what you are referencing.

(5)   If you need to leave the meeting temporarily part-way through the meeting and before you have spoken, you should put a note on the meeting chat function so that others, including the Chairman, are aware.

How to manage technical failures

If the Chairman or Lead Officer is made aware that the meeting is not accessible to the public through remote means, due to any technological failure, then the Chairman shall adjourn the meeting temporarily. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman.

In the event of any IT failure of a voting Member, the Chairman or Lead Officer should determine if the meeting is still quorate. If there is no quorum, then the Chairman shall adjourn the meeting temporarily to allow the connection to be re-established.
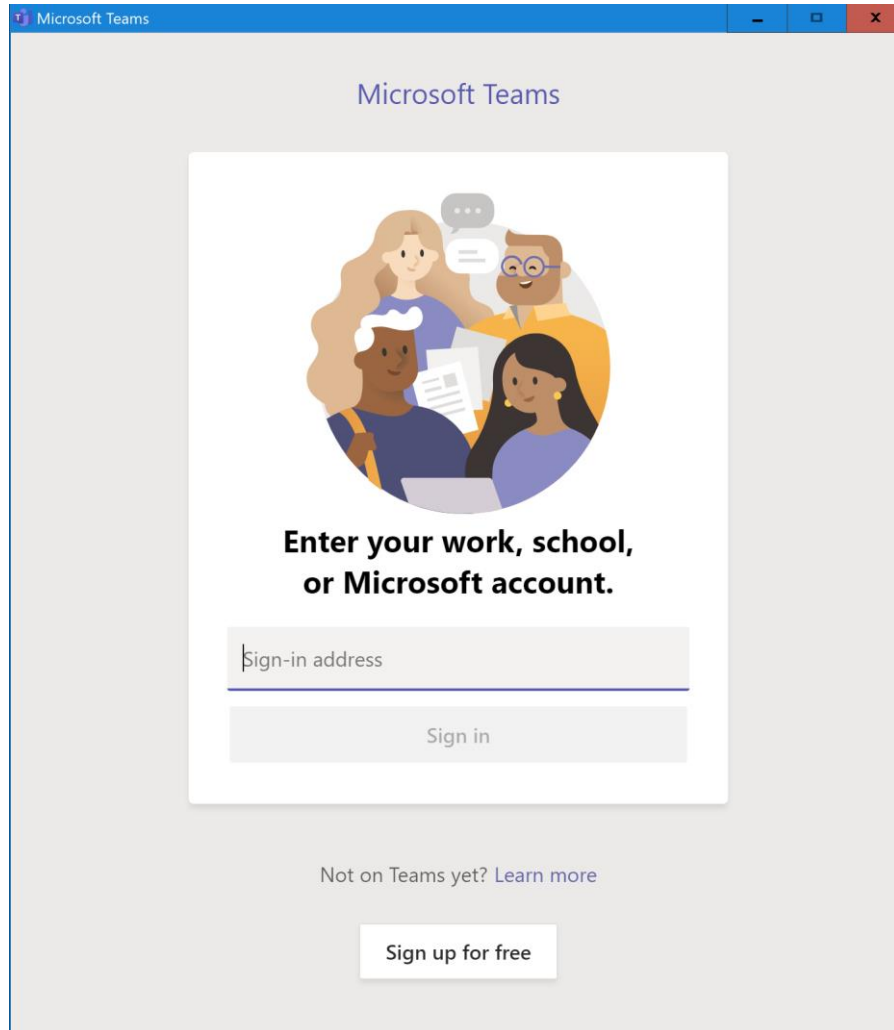
Install Teams on your computer

- You need to download an application for your Windows or Apple laptop or desktop computer from https://products.office.com/en-gb/microsoft-teams/download-app

- You need to check that your computer has a microphone. While most laptops have one built in, most desktops don't.

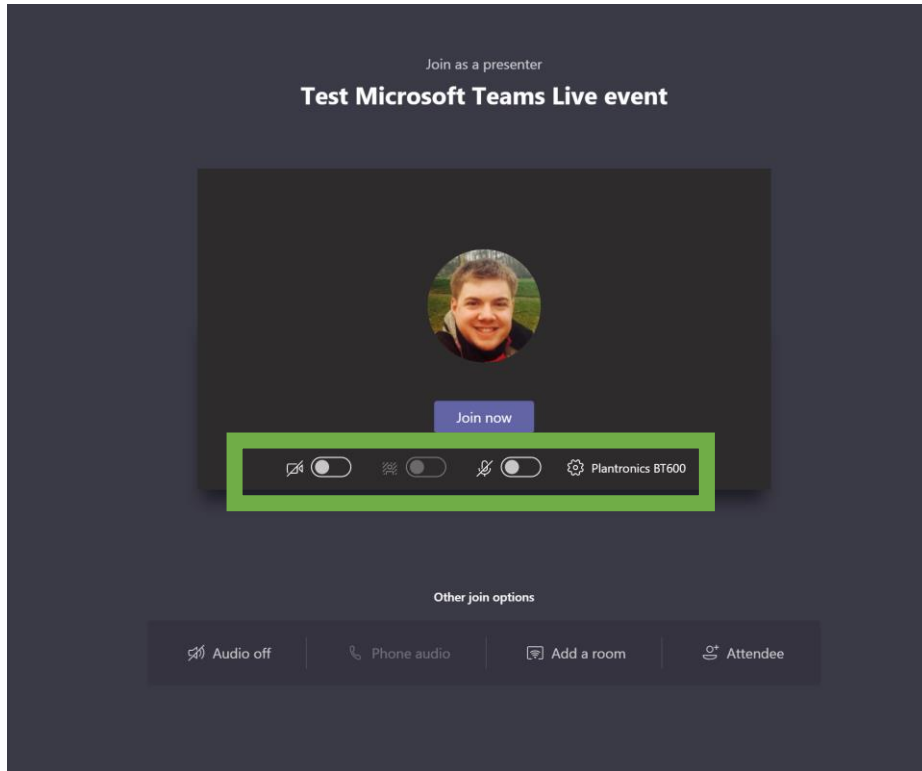- Teams Live won't work on your smartphone or tablet.

Sign into Teams

- If Rushmoor has arranged for you to use a guest presenter account, sign in using the email address and password provided by Rushmoor
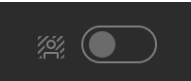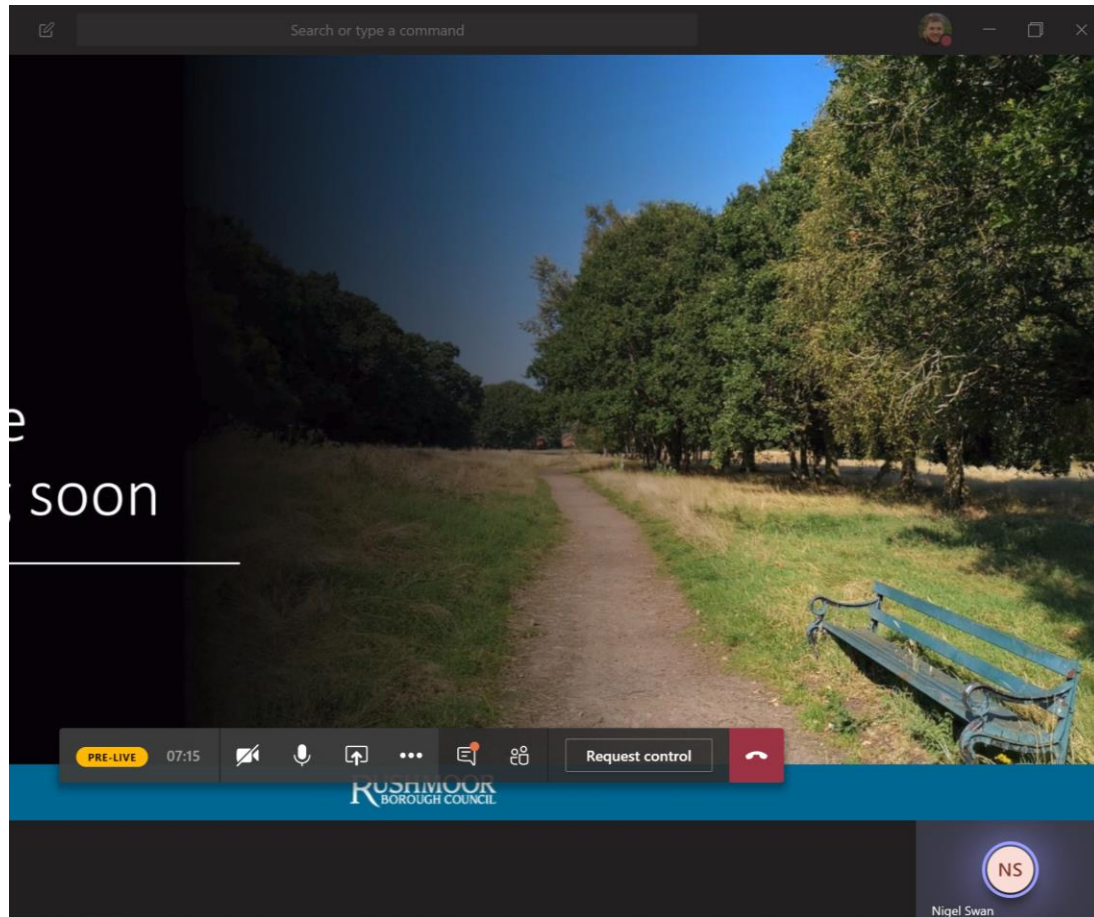
Join using a computer
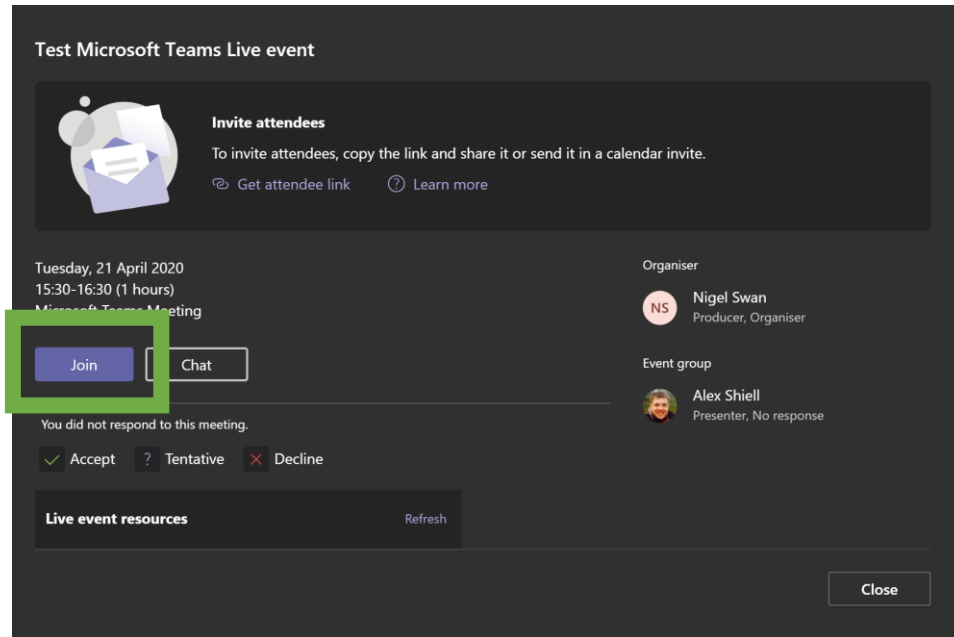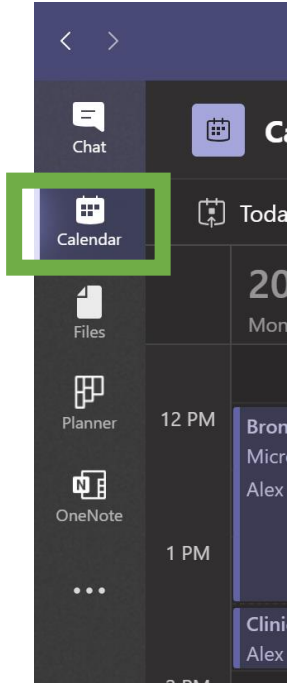
- Find the meeting in your Microsoft Outlook or Teams calendar
- Click the link in the invite to join the meeting

Join the meeting

- Choose your options:
  - Microphone on or off
  - Web cam on or off
  - Video background
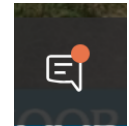- Press join now when you are ready
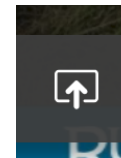
During the meeting

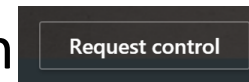- Live stream status

- Turn video and microphone on or off
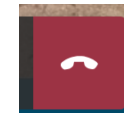
- View and contribute to the call chat
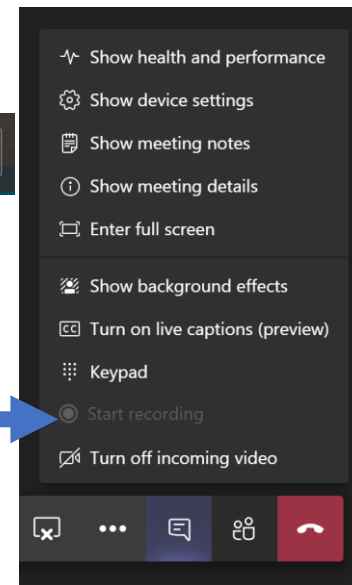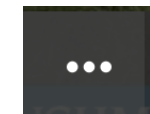
- Share your screen

- Request control of screen

- Leave the call

- Advanced features

Join using any phone

Microsoft Teams

Join live event

Join as producer or presenter when it's time for the live event.
Do not forward this invite to the attendees.

+442038555465 (Toll)

Conference ID: [REDACTED]

Local numbers | Reset PIN
Producer help | Presenter help | Learn more

Manage live event resources

- If you can't join using a computer, you can dial in using any phone
- Call the phone number on your invite
- When prompted, enter the conference ID followed by # key
- Wait until someone admits you to the meeting

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