

General Guidelines for conducting meeting via Online Video Conferencing

1. Make sure to test your equipment such as your computer, camera, sound system, microphone and internet connection before joining the video conference.
2. Keep a distance from any electronic devices that may cause noises and interference.
3. Be aware of background noise and/or images.

During the Online Video Conference

1. Each session will be moderated by the President Road & Track Council.
2. Ensure your device is always on mute with the camera also off when not speaking. Unmute and turn camera on only after granted by the moderator to speak. To avoid noises or glitches, only one person should speak at a time.
3. You may use the chat feature to request for speak i.e. Canterbury asking to speak'. Try not to interrupt. The moderator will at the end of each Agenda item ask if there are any questions /comments/who puts the motion etc and will invite the participants to speak.
4. Please identify yourself/Centre each time you begin to speak. It is also advisable to speak at a good pace, be concise and stick to the topic.
5. There is usually a very slight audio delay. Give participants a chance to respond to questions and comments before interrupting.
6. In the event of voting except for the Council positions, you may use chat to respond, whether you agree or disagree. The secretariat will take note and the moderator will announce the result of the voting.
7. Please have some patience as this is a 1st time a Road & Track AGM has been held this way.
8. "Leave the Meeting" when you exit the meeting or when the AGM finished.