



# CHESHIRE AREA OF NAFAS ZOOM MEETING ETIQUETTE

## CAN Zoom Meeting Etiquette

### Preparation

- Turn off TV and radio prior to joining the meeting
- Tell members of your household that you are in a meeting and ask them not to interrupt you

### Meeting management

- All attendees will be muted at the start of the meeting and after they have spoken
- The host will ask the next speaker to unmute and spotlight them when they start
- If you have any questions or points to make use the raise hand function which can be found in 'Reactions' – this will bring you to the attention of the host far quicker than physically raising your own hand. The host will ask you to unmute and spotlight you when appropriate

### Behaviours

- Be kind
- Treat others as you expect to be treated
- Be positive, look forward not back
- If you have to make a criticism, follow up with a suggestion for improvement or offer your help
- Keep your comments short and to the point; don't be personal
- Remember we are all volunteers doing this in our own time and have lives outside of NAFAS

### Consider the NAFAS values at all times

- Ensure a friendly welcome for all, that embraces equality and diversity
- Ensure open and positive behaviours at all times in delivering our goals
- Make full use of the knowledge, energy and commitment of all of our association's members
- Seek positive environmental sustainability in all our activities