

## **City of La Pine**

### **Remote Meeting Etiquette Guidelines**

At least 15 minutes before the meeting, please

- Have the meeting invitation link & phone number, and any advance materials provided available and ready for use.
- Make sure your equipment works for the ZOOM platform – test it all in advance. You may use either a desk top PC, a lap top and/or a telephone.
  - If you plan to use ONLY the computer without a phone, ensure you have a good quality headset and microphone.
  - If you plan to use BOTH a laptop/PC AND a telephone, please ensure your computer audio is OFF to reduce feedback issues.
  - If you plan to only use the phone, be aware you will not be able to see the other participants or any presentation, and will have to listen carefully in case you are called on to speak. If you do not speak when called on you may be dismissed from the meeting.
- If you are connecting from a laptop, try to plug in to wall power, because battery use may occasionally adversely affect video and sound quality.
- Be aware even if you are not on camera, sounds can be heard over unmuted phones and will be distracting. And if you are on camera “absences” will be noticeable, and also distracting.
- Seek a quiet space with no or minimal background noise.

When you join the meeting

- If you plan to speak/comment during the meeting (when permissible to do so), please announce your name and “how” you are joining the meeting (i.e. by computer and/or phone). Speak slowly and clearly, so the organizer may “find” you and identify your “caller” location.
- Council members should raise their hands (camera permitting- or virtual) if they wish to speak.
- Please wait to be called on to speak, to avoid talking over someone.
- When you are not speaking, please mute yourself (so the organizer doesn’t have to do this).
- Please limit side conversations and multitasking while you are in the meeting.
- If you choose to use your laptop camera:
  - Avoid quick movements, which make it difficult for cameras and microphones to keep up with you. Quick movements may appear jumpy or choppy to others on the call.
  - Maintain eye contact with the camera and stay engaged in the meeting.
  - Do not turn your back to the camera.
- Please be aware that if poor etiquette is being observed, it may be called out so you have an opportunity to fix the situation.