

GUIDANCE FOR USING AN ONLINE COMMUNICATION PLATFORM

- **Before Online Communication Platform meeting.**
- The meeting organiser will decide the purpose of the Online Communication Platform meeting and the invitees; this will be recorded and kept on file.
- Only those invited by the organisers will be allowed into the Online Communication Platform meeting.

Online Communication Platform meeting.

- Each member will sign in and enter the waiting room
- The organisers will be on line and each potential member will be admitted to the meeting one at a time.
- Members faces must be visible to the organisers.
- No calls to be from bedrooms.
- Appropriate dress code for all members.
- Uninvited guests will be blocked.
- When in the larger group organisers are to wait to see the face of each person joining before allowing another person into the group. This will give you time to expel anyone who should not be in the meeting.

Online Communication Platform Tick list

Setting up the meeting

- Online Communication Platform Settings checked;

<ul style="list-style-type: none"><input type="checkbox"/> Hosts video on<input type="checkbox"/> Participants video on<input type="checkbox"/> Disable "join before host"<input type="checkbox"/> Waiting room established<input type="checkbox"/> Disable private chat<input type="checkbox"/> Disable "mute participants on entry" Tick box "prevent participants from saving chat"<input type="checkbox"/> Disable "auto saving" Chats<input type="checkbox"/> Enable screen sharing if needed.
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Before opening the meeting

Meeting should commence with organisers 10 minutes prior to the main meeting.

- Prepare meeting objective.
- One organisers will supervise the waiting room, remind members in the waiting room to have their correct name on screen for access.
- Visually confirm members when allowing access to the meeting before the next member is given access.

The meeting online

- The organiser will place all members' microphones on mute at the beginning of the meeting.
- Organiser or a delegated person is to supervises members' online etiquette.
- Lock meeting once all participants have joined.
- In the event of unwelcome guests, remove and block or click "end meeting".