Virtual meetings

**Ground rules**

# Confidentiality

if in doubt check whether information is confidential. Don’t share personal information outside of the meeting.

# Avoid personal references

we need to think about the needs of the wider public

# Avoid assumptions

base discussion on evidence and good practice

# Listen

listen actively and attentively. Avoid interruptions

# Challenge

critique ideas, not people.

# Find solutions

build on one another’s comments; work toward shared understanding.

# Stay on topic

we have little time and lots to accomplish

# It’s not a grumbling shop

focus needs to be on improvement, not complaints

# Do not monopolize discussion

give others chance to speak

# Respect

other people’s thoughts, ideas and suggestions (even if you don’t agree with them)

# Stay on mute

don’t forget to mute yourself after you have finished speaking

# Turn off your camera when not speaking

it protects your internet from slowing down

# Raise your hand / chat box

use these features to indicate you want to talk if there isn’t a place to naturally come into a discussion.

# Be patient

technology and different setups can mean that there’s delay and technical hiccups, bear with us.

# Take a breather

if you need to jump out of the meeting, that’s ok. Come back when you’re ready.

# Talk to someone

if you’re unsure about something or want to talk to someone, get in touch with the organiser or someone you feel comfortable talking to.

# Be somewhere quiet

if possible, try to be involved in a quiet place and turn off anything you can that make noise (TVs, radios, etc.).