

Virtual meeting guidance for Virtual Attendees Using Microsoft Teams

In advance of the meeting

Members should:-

- Ensure that they have downloaded the agenda papers and saved these on their desktop for easy access
- Save any presentations provided to their desktop to allow access should they lose picture from the Microsoft Teams meeting
- Take down the information from the meeting invitation to allow them to know which number to telephone and the meeting ID to input if they need to join the meeting by phone due to connection issues
- Inform the Committee Officer and Chair if they are unable to attend or may be late
- If the Member is unable to attend, arrange for an appropriate substitute and inform the Committee Officer of this arrangement in advance of the meeting starting
- Inform the Committee Officer if they have any query or potential amendment to the minute to allow this to be considered and investigated in advance (This should then be raised in the normal manner during the meeting).

On the day of the meeting:-

Members should:-

- Ensure they are located as close to their broadband router as possible or connect their computer direct to the router by cable.
- Open the documents necessary for Committee and close all other applications as far as possible
- Join the Microsoft Teams meeting 15 minutes before the start time
- Ensure that they have at hand a telephone (landline or mobile) and the information needed to join the meeting by phone
- Use the Raise hand function in Teams to alert the Chair of a wish to input into the meeting. *If it is not possible to use Raise hand, state your name and request to speak at the appropriate time*
- Use the headset provided by IT to ensure their microphone is as loud & clear as possible
- Ensure that their microphone remains on mute unless then have been invited to speak by the Chair
- Activate their video camera for the duration of the meeting (if possible) and microphone when invited to speak
- Select an appropriate background display to avoid displaying any personal items which may be picked up on video camera
- Ensure they are in a private location with no other people present in the room when participating in EXEMPT/CONFIDENTIAL items.

During the meeting

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Sederunt will be taken by roll call by the Committee Officer. Should you not be in attendance at this point, but have joined the meeting late, you should intimate this by using the Raise hand option, so the Chair can intimate your arrival and you can be asked about any declarations, agreement to equalities etc.

Declarations of interest. The Chair will ask Members if they have any interest to declare. If you have, use the Raise hand option so that the Chair can see this and bring you in. When the Chair brings you in, you should provide the item number, the nature of the declaration and whether you will still take part in the item or leave.

*If you indicate that you will leave, you should hang up at the appropriate time (using the telephone symbol/leave button on the Options Bar) in order to remove yourself from the meeting. The Committee Officer will contact you via the meeting/a separate chat when that business item has concluded. **You should not rejoin the meeting until you receive a chat message from the Committee Officer asking you to rejoin the meeting. Please stay near your device to ensure you can rejoin as quickly as possible, to avoid delaying consideration of the next item.***

Equalities – In order to be compliant with the legislation it is important that it is clear that Members agree to take due account of the Equalities Duty. Members should only indicate via Raise hand if they do not agree when the Chair asks the question.

Exempt Items – Similarly, Members should indicate via Raise hand if they do not agree to the items being taken in private. This will allow the Chair to bring you in to provide the detail of your concern.

Minute - As indicated above, it is vital that in line with best practice, ANY challenge that you intend to make on the minute is advised to the Chair and Committee Officer as early as possible in advance of the meeting. This will allow the opportunity for the issue to be looked at properly and a professional response to be provided. The Member should raise the issue at the meeting by using the Raise hand function and the Chair will bring you in.

Request to speak – use the Raise hand option to notify the Chair that you wish to speak during the meeting. The Chair will then bring you in at the appropriate time. Remember to put your hand down (by clicking on the Raise hand option again) after speaking.

Do not use the chat facility – Members should not use the chat facility during the meeting. If you would like to contribute to the discussion, use the Raise hand function, as explained above, and wait to be called in by the Chair.

Leaving the meeting – at the end of the meeting, you should select the Leave or phone icon from the Options Bar to leave the meeting.

[**Helpful Guide on how to join and adjust settings in a Teams meeting**](#)

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- Members will receive an invitation to attend meetings. Meeting invitations can be accessed either via Outlook (email) or Teams.
- You can join the meeting via your laptop/electronic device or via the Microsoft Teams app installed on your mobile phone.
- Open your invitation within Outlook email or Teams. Select Join and your screen will default to the Meeting. Please ensure your microphone is muted and your video is turned on. Select 'Join Now' and you have remotely joined the meeting.