SAFETY DAY 2020

"VIRTUAL MEETING RULES"

BEFORE JOINING THE VIRTUAL MEETING

- ENSURE TO HAVE STABLE INTERNET CONNECTIONS.
- MAKE SURE YOU ARE IN A SAFE AND COMFORTABLE AREA.
- DRESS APPROPRIATELY FOR VIRTUAL MEETINGS.

HOW TO JOIN THE VIRTUAL MEETING

- JOIN GOTO MEETING FROM YOUR COMPUTER, TABLET OR SMARTPHONES USING THE URL OR MEETING ID PROVIDED.
- CHOOSE AUDIO OPTION EITHER INTERNET AUDIO OR DIAL USING PHONE NUMBER.
- ENSURE TO TURN-ON YOUR CAMERA DURING THE VIRTUAL MEETING TO CREATE AN OPEN ENVIRONMENT.

DURING THE VIRTUAL MEETING

- LIMIT MEETING DISCUSSIONS. DO YOUR BEST TO KEEP BACKGROUND NOISE TO A MINIMUM DURING THE MEETING.
- MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING.
- SPEAK UP. ACTIVELY JOIN THE CONVERSATION. FULL ATTENTION IS NEEDED.
- STAY PRESENT. DON'T LEAVE THE MEETING TO DO OTHER WORK.
- NO FOOD. TRY TO EAT SNACKS BEFORE THE MEETING.
- PLEASE DO NOT RECORD THE VIRTUAL SESSION TO ENCOURAGE OPEN SHARING FROM THE TEAM.

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