

Virtual Event Etiquette

REVIEW AGENDA TOPICS BEFOREHAND:

- Engage effectively with presenters on their topic.
- Ask informative questions.

BE PUNCTUAL:

- Late entries are distracting to presenters and participants.

ONLINE NETWORKING:

- Add an image or your name to your profile.
- Add your organisation name to your profile.

MICROPHONE:

- Double check that your microphone is on mute during presentations.

CAMERA:

- Cameras are allowed during the greeting phase, while presenting and while asking questions.
- During presentations viewers cameras should preferably be off to save bandwidth.

QUESTIONS:

- Time for questions or contributions will be available between presentations.
- Please make use of the “Raise” (Ctrl+Shift+K) option in MSTeams and wait for the host to acknowledge you.
- Feel free to engage in the “Chat” section. This will be monitored and checked for comments or questions.