



Etiquette and tips: Meeting Remotely (using ZOOM)

Members are encouraged to follow these Video Conferencing etiquettes to ensure that meetings conducted remotely proceed smoothly with minimal technical difficulties.

1. REMOTE MEETINGS ETIQUETTE

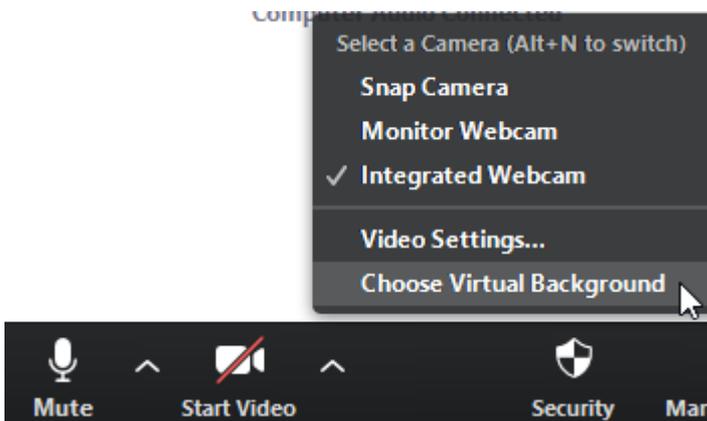
- General
 - Meetings will be recorded, however won't be broadcast live or published online. The recording will help verify attendance (for the payment of meeting fees), and assist with the preparation of meeting minutes.
 - The [CCAG Charter](#) continues to apply, including provisions regarding the disclosure of conflicts of interest
 - Please log in 15 minutes before the Meeting starts to ensure any technical issues are resolved prior to the meeting
- Roles
 - Cr Paul Le Mottee will continue to be the Chairperson of the CCAG while meeting on Zoom
 - Hunter Water will provide assistance in the practical running of the meeting
- Quorum, apologies and leave of absence
 - Quorum requirements still apply (i.e. the attendance of 3 members)
 - "Present" at the meeting means face visible on the screen

2. SET UP YOUR DEVICE

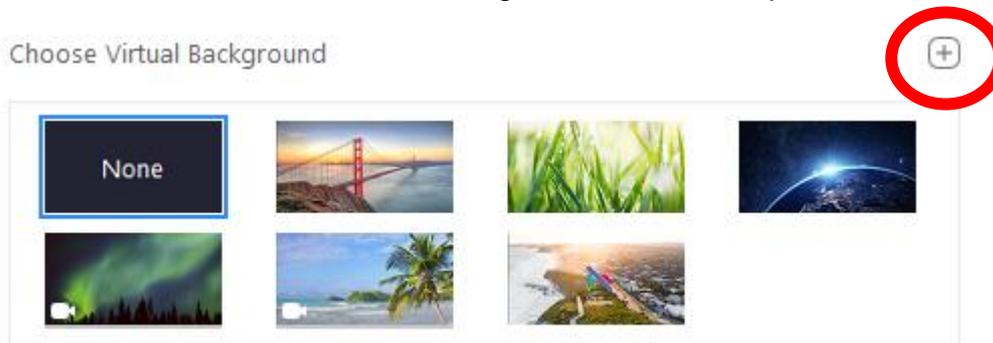
- Ensure that you have downloaded Meeting Papers prior to the commencement of the Meeting
- Log in to the meeting early to ensure everything is working as expected and to allow time if you encounter any IT issues.
- For best audio quality, a laptop, tablet or similar device is preferred over a mobile phone. Note that some Zoom menu functions will appear differently between the app and the website.
- If possible, have a separate device to access meeting papers.
- You can use the same device for the call and to access papers if you do not have a separate device.

3. SET UP YOUR MEETING SPACE

- Switch your mobile phone and other devices to silent and situate yourself somewhere private and quiet with good lighting. You will need to enable sound on the speakers/device you are using for the video conference so that you can hear the meeting.
- Position your device's camera to be as close to face height as possible.
- Using a headset or headphones will improve audio quality and reduce background noise.
- You are obliged to protect any confidential information considered at the Meeting.
- If you are using a laptop/PC/Mac, you can change the background by
 - a. Click the up arrow next to the start video button and select "Choose Virtual Background"



- b. Select a different background or click the plus icon to select a custom background.



4. MUTE ETIQUETTE

- You are encouraged to become familiar with how to mute and unmute yourself during Meetings. By muting yourself when not speaking, it will reduce any 'echoes' and background noise throughout the call.
- The Secretary will have the functionality to "mute all"
- By default your microphone will be on mute when you join the meeting.

5. SPEAKING

- Zoom has a Chat function. This function can be used to alert the Chair that you would like to ask a question
- Alternatively you can click to 'raise your hand' during the meeting, or physically raise your hand during the meeting

6. SHARING SCREENS

- This feature is only available to Hunter Water during meetings. This assists in the management of the meeting, and enable Hunter Water to share presentations with the group.

7. TECHNICAL PROBLEMS DURING THE MEETING

- You may use the chat box to contact Hunter Water during the meeting if you are having technical problems.
- A member may re-join the meeting using alternate means e.g. telephone dial-in.