

# **GBPS Virtual Meetings**

## Guidance and Rules

1. Please make sure you have downloaded Zoom software on to your computer prior to the meeting
2. Meetings will commence 30 minutes before the scheduled start time
3. If you have not attended a Zoom meeting before, please arrive early to test your connection
4. In any event, please arrive before the scheduled start. Members arriving late will be placed in the waiting room until an appropriate time arises for admission
5. The host will mute all members prior to the official start time
6. Please do not unmute yourself without being asked to do so
7. Members are encouraged to ask questions via the chat function but can also use the hand raised function if this is more appropriate
8. Please familiarise yourself with the 'GBPS guidance for using Zoom' document (thanks to RPSL for producing an original version from which this is adapted) to enhance your experience of the meeting