

# VIRTUAL MEETING NORMS

## LOG IN A FEW MINUTES EARLY

Test your technology before the meeting and resolve any technical issues. Let AG staff know if you cannot resolve the issue.



## KEEP YOUR VIDEO ON

Turn on your video whenever possible and be camera ready.

## MUTE YOUR AUDIO

As soon as you join the meeting please mute your audio. Background noise disrupts the meeting for everyone. When possible choose a quiet location.

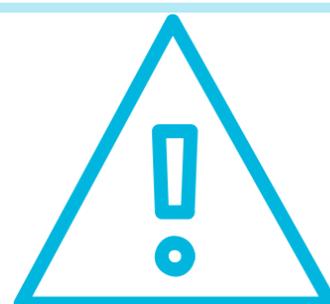


## OPEN THE CHAT PANE

We will be using the chat feature throughout the meeting.

## PLEASE DON'T INTERRUPT THE CALL

if you arrive late. Remain silent and catch up as best as you can.



## BE PREPARED

Come to the meeting with a positive attitude. Please review the meeting agenda and any attached documents before the start of the meeting. Be prepared to discuss the issues and offer solutions.

## EVERYONE SHOULD PARTICIPATE

Be candid. Speak your mind. Everyone in the meeting is expected to share ideas, ask questions, and contribute to the discussions. We encourage you to share your perspective and speak honestly.

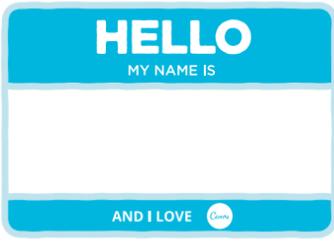
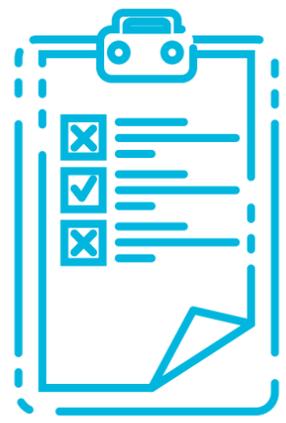


## SILENCE MEANS AGREEMENT

In general, due to the nature of virtual meetings, the co-chairs will take silence as an indication that you agree. Please speak up if you disagree. We would like to avoid a situation where you remained quiet only to later tell everyone that you disagreed all along.

## DO NOT MULTI-TASK

Please stay mentally present. It is easy to get distracted during a virtual meeting. But our objective is important and we need your full attention in order to meet the goals of the task force.



## IDENTIFY YOURSELF THE FIRST TIME YOU SPEAK

Please state your name so we know who is talking. Everyone might not recognize your voice.

## SPEAK SLOWLY AND CLEARLY

Please try not to talk over another speaker. With a large group, people tend to talk at the same time - making conversations extremely difficult to understand. Try to speak one at a time so that we can follow your point in its entirety.

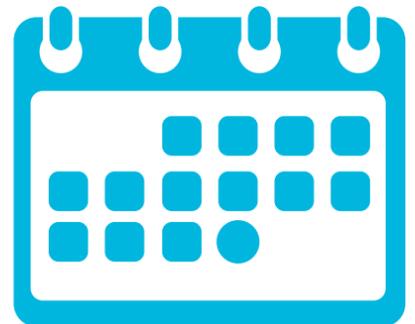


## RAISE YOUR VIRTUAL HAND

Building on the previous ground rule, please raise your virtual hand tool when you have a question or input during a presentation, or while someone else is speaking. Once your hand is raised one of the co-chairs will call on you directly.

## STICK TO THE AGENDA

Please try to stay focused. Stick to the agenda as much as possible. The agenda may be amended by the task force at the beginning of the meeting, but once agreed and approved, please try and meet all the points on the agenda.



## ASK FOR CLARIFICATION

If there is something that you don't understand, please ask for clarification. If you don't understand the issue or solution, then there are probably others that also don't understand. This is even more important for virtual meetings where it will be harder for the co-chairs to read everyone's facial expression.

## ATTACK THE PROBLEM, NOT THE PERSON

There will be differences of opinion. You will not agree with everything that is discussed. But please be open to hearing other people's perspectives. If you don't agree, respectfully challenge the idea - not the person. Blame and judgment get us further from the solution. Honest and constructive discussions are needed to obtain the best results.

