

ETIQUETTE TIPS

VIDEO CONFERENCING

Preparation Session

Show appropriate appearance, choose suitable attire and background space



Use an original name or a commonly known nickname

Mute your microphone upon joining an online meeting



Video Conferencing Session



The chairperson explains about video conferencing etiquette at the start of the meeting



Unmute the microphone only when you wish to speak



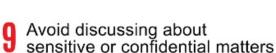
Get permission from the host or chairman to speak



7 Get permission if you wish to share screen



Please ensure that the shared screen does not display any sensitive content





Get permission from all members if you wish to record the meeting session



11 Please ensure to SIGNOUT when the session has ended to avoid any virus threats or illegitimate use of ID by other parties