

ETIQUETTE TIPS

VIDEO CONFERENCING

Preparation Session

Show appropriate appearance, choose suitable attire and background space **1**

Use an original name or a commonly known nickname **2**

Mute your microphone upon joining an online meeting **3**



Video Conferencing Session



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



5 Unmute the microphone only when you wish to speak



6 Get permission from the host or chairman to speak



7 Get permission if you wish to share screen



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

9 Avoid discussing about sensitive or confidential matters



10 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