

VIRTUAL MEETING ETIQUETTE (BBB)

To ensure that the meeting runs to time, we have some gentle guidelines and tips.

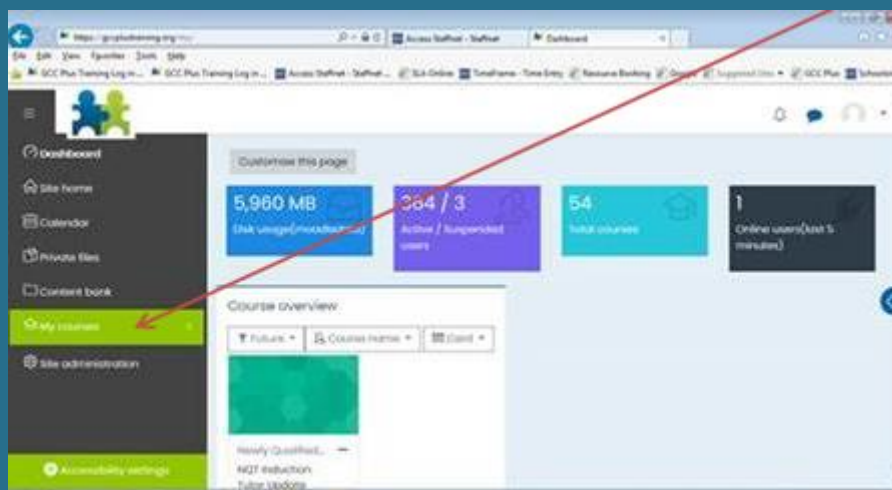


Connecting to the meeting

You will have received an email from the host that provided a username and password, please register these on [GCCPlusTraining](#) if you are a new user. Otherwise please use your existing log on details.

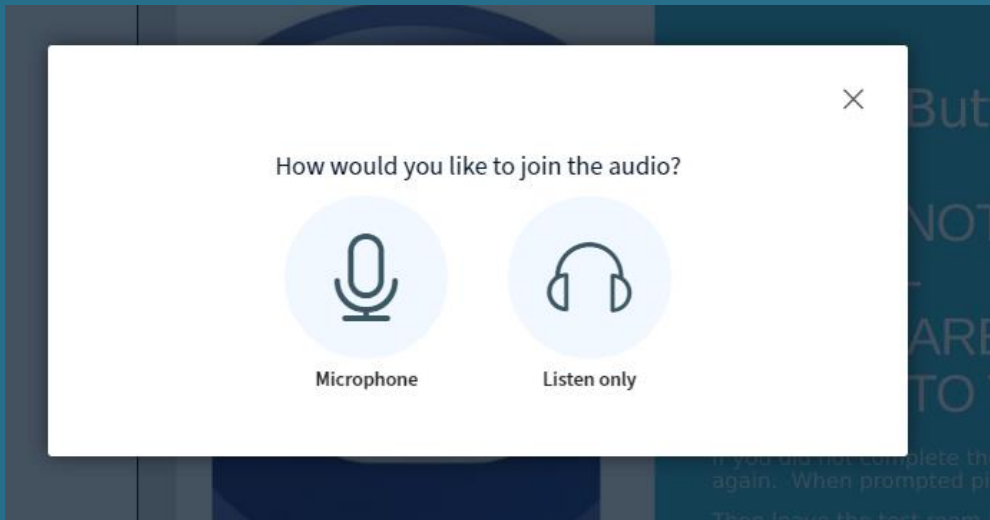
The email contains the name of the course and a link to the training page.

You can also click on My Courses to take you to a list of your enrolled events



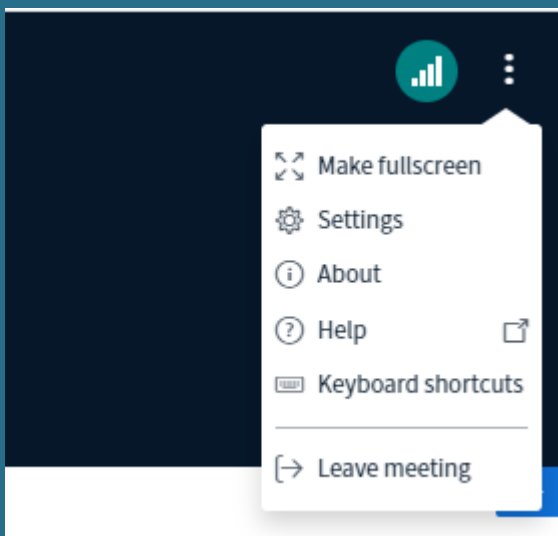
When it is time, you need to click on the **'Click here to join the meeting'** text. Then the JOIN SESSION button.

When you do this, you will be asked to join the audio, please select microphone if you have one. Perform the echo test in full to check mic and speakers.



If you've joined the meeting early, you may not be admitted until the official meeting start time.

If you're unable to hear speakers/see the slides properly, please try leaving and re-joining the meeting.

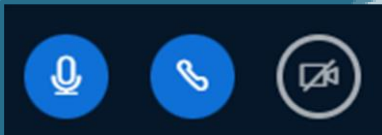


Should you be disconnected at any point, you can still follow these instructions to re-join.

During the meeting

The **toolbar** is visible in the middle bottom of your screen on desktop and contains various options, including:

- Mute/unmute
- Camera on/off

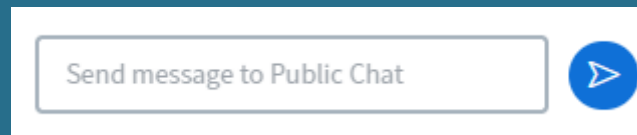


To avoid creating an echo for others, please **turn off your microphone** using the microphone icon on the toolbar.

The Q&A Session

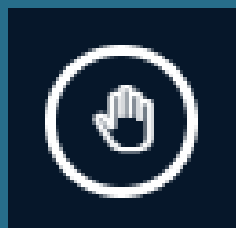
For everyone's enjoyment of our events we would respectfully ask comments and questions to go through the chair or event moderator. Unless directed otherwise.

Please ask any questions through the chat box.



If you wish to be invited to speak, please raise your hand.

Hover over the **emoji icon** in the toolbar to raise your hand.



When you do this, you will notice reactions to the left of the raise hand icon.

GDPR

We will be recording some events in order to produce a record for training purposes.

Please note, no delegates will be featured in the recording unless they engage using their camera, microphone or chat facility.

Please **do not record any element of the meeting** as you need express permission from all attendees and trainers.