



GUIDELINES AND PROTOCOLS FOR CONDUCTING A VIRTUAL TOWN HALL

In order to conduct a virtual Town Hall via the Teams platform for all the members of the public, it is recommended that;

- *Your camera must always be off;*
- *Your microphones must be turned off until you are asked to unmute yourself when posing a question or comment;*
- *Should you turn on your camera when speaking for the best video quality;*
 - *No virtual backgrounds;*
 - *Lighting in the room must be in front of you and not behind you;*
 - *Please refrain from being in a dark room or unlit room;*
 - *You must be positioned in the center of your video frame;*
 - *For the best quality of sound please refrain from using earbuds.*