



Meeting guidance slide example

for community engagement activities, focus and working groups, and researchers

For use at the beginning on meetings, sessions, webinars and discussions

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Meeting guidance

1. Take control of your own noise!
Please mute when not speaking

2. Have your say!
Please raise your hand if you would like to speak or put comments in the chat.

3. Be present!
Cameras can be on/off as preferred on the day.

4. Show respect!
Challenge the idea, not the person.

5. Watch the clock!
The chair may respectfully move discussions on to make sure we keep to time.

