

## **OTA Staff Virtual Meeting and Conference Call Guidelines**

### Basic Rules to Follow

1. Be ready! Have the ZOOM Link or Conference Call Phone Number (and access code) ready so you don't have to search for it at the last minute.
  - a. NOTE: Directions will be sent out regarding the Virtual Meeting and will include whether or not it is necessary to be “on video” or just “on audio”.
2. Roll Call: Clearly state “Here” when your name is called or clearly acknowledge if “on video”.
3. Mute after the Roll Call: Use the "mute" button on your phone/computer to keep out background noises, breathing, coughing, sneezing, etc.
4. Don't use the "hold" button FOR ANY REASON. It might make a buzzing in the line that can be heard by other participants. If you have "music on hold" the music will be heard by the other participants and interrupt the meeting.

### Meeting Courtesy

1. Call/Log In Timing: “Attend” just a couple of minutes before the beginning of the Meeting. Don't join late because our meetings promptly begin on time. There is usually only a brief period for introductions prior to beginning with the bulk of the meeting information.
2. Preparation: If a “Call Agenda” is provided beforehand, please review and write down any relevant questions you anticipate having based on the topics.
3. Attend from somewhere quiet - away from pets, children, your spouse or coworkers.
4. Focus on the Meeting: Be courteous to your PD and your fellow participants, by giving your full attention to the Meeting.
5. Focus on learning. TAKE NOTES!
6. In the unfortunate event that you arrive late to the meeting, do not interrupt. Remain silent and catch up as best you can. Do not ask the PD to repeat any material that you may have missed. Wait till the end of the meeting to see how best you should catch up on previously covered material.
7. When commenting on what another participant has said, please keep your comments constructive, positive, and short.
8. When a question is asked to the group, respond with yes or no, or whatever would be an appropriate response, when your name is called. To remain on mute and/or not responding is “ignoring” the person asking the question. It can be very disconcerting to not hear any response.

9. Don't be shy. PD's will give the meeting participants opportunities to ask questions. Please take advantage of the situation to get questions and concerns addressed.

10. Thanks for your participation in the OTA Staff Conference Calls/Online Meetings