

## GUIDELINES FOR ONLINE MEETINGS

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The following guidelines are intended to ensure respectful and friendly communications during online meetings. Adhering to these Guidelines will help prevent misunderstandings and avoid potentially impolite or hurtful treatment of meeting participants.

The following guidelines should be used while conducting/or participating in online meetings:

- The convenor or moderator should open the **call before the scheduled start time**. Participants should be invited to join the meeting 5 or 10 minutes ahead of time to allow time for the organizers to solve any technical issues.
- All participants should display their full name when they join the online meeting. In large meetings where introductions may not be possible, participants should nevertheless identify themselves before they speak. As a rule, cameras should be switched on. Exceptions may be made in the case of meetings held in webinar mode, weak Internet connection or for other technical reasons.
- If an online meeting is to be recorded, participants should be informed in advance and given reasonable time to give their consent (we recommend two minutes). Implied behavior or silence will be considered consent. However, should a participant refuse to be recorded, the meeting may not be recorded.
- Participants who wish to intervene during the meeting should use the **raise hand button before speaking**. A question/comment/intervention should be indicated in advance by raising the hand without interrupting other participants.
- The chat function should only be used for professional exchanges and sharing of information during the meeting. The language used for chat purposes should remain business-like and civil at all times. Under no circumstances should the chat box be used to engage in private disputes between individual participants. Brutal, insulting, derogatory or threatening language should not be tolerated.

- Similarly, formal contributions to online meetings should be objective and related to the relevant item on the agenda. Rude or threatening language should also be avoided during discussions.
- If a meeting participant does not follow these rules, he or she should be given a warning by the meeting organizer/moderator. Should the participant continue to disregard the rules, a second warning will be sent by the moderator.
- If despite a second warning, the participant continues to use inappropriate or derogatory language or deliberately ignores the rules of polite conversation, he/she will be excluded from the meeting by the organizer. However, this exclusion will apply to this meeting only and the excluded person will be allowed to participate in future meetings.
- In the rare event that a participant repeatedly displays disrespectful or offensive behaviour over several meetings, ethics procedures may be considered.

By attending an online meeting, participants agree to these voluntary guidelines.

*Approved by the International Board of Directors on 20 April 2021*