

What to Expect: UNISON South East Digital Committee Meetings Using Microsoft Teams

Before the meeting starts:

1. The meeting will be opened 10 minutes before the advertised starting time
2. During that time the technical and access administrator will give an overview of the software and features which will be used during the meeting:
 - Microphone on/off
 - Camera on/off
 - Chat function
 - Closed captions
 - Raise hand
 - 'Blurring' backgrounds
3. The technical and access administrator will explain that for access, all participants should seek neutral backgrounds with no light sources directly behind you. Faces should be well lit with your webcam roughly in line with your eyes and framing your face and shoulder. The 'blur background' option is recommended where technically possible.
4. They will also explain that microphones should be muted at all times, unless participants have been invited to speak by the chair.

Starting the meeting:

1. The meeting will not start until the Chair is in attendance and the meeting is quorate.
2. If you join late, please don't interrupt the meeting. Just indicate when you arrive using the chat feature.
3. Attendees must mute their microphone whenever they are not speaking. This prevents background noise from accumulating and disrupting the audio. Please note participants may also be muted remotely to prevent background noise in the meeting.
4. If you experience poor connection, we recommend that you hang up from the meeting and reconnect. If you are disconnected you can join using the same button, or via the link provided in the email or calendar invite.
5. If you are completely unable to access the meeting, please contact the committee administrator.

Chair's checklist:

At the start of the meeting there will be a five-minute section for the chair to introduce the following:

1. Provide a summary of the agenda
2. Explain that the meeting will follow the working together guidelines for committees and access guidelines for virtual meetings
3. Highlight that normal standing orders weren't designed for digital meetings and so they have been adapted as far as possible for virtual meetings in line with current national guidance. These include the following points.
4. Explain that there is a specific section for questions and answers
5. Remind attendees they must use the raise hand function if they wish to speak, and then unmute when called upon by the chair

6. Outline that speaking times during these discussions will be 3 minutes maximum per person, this may be reduced if a high number of attendees indicate they wish to contribute.
7. Explain that one contribution per person will be permitted per agenda item, unless there are no more speakers, in which case a previous speaker may be invited to speak again by the chair, if they have their hand up.
8. Remind people to switch off their camera if they need to move away from their screen.
9. Remind people to state their name before they start to speak.
10. Ask people to raise any technical or access issues in the chat box for the technical and access administrator to address.
11. Remind attendees that any votes will take place by email after the meeting.
12. If there is a break scheduled, highlight when this will take place and for how long, and that the meeting will start promptly at the end of the break.
13. Explain that the meeting has a timed agenda and each item will end at the stated time and move to the next item.
14. Explain that the meeting will end at the stated time.

During the meeting:

1. If committee members wish to speak, they should use the raise hand feature and wait to be called upon by the chair. If you are using a device with no 'raise hand' function, you should indicate you wish to speak using the chat box function.
2. Please be aware your contribution should last no more than three minutes, the Chair may interrupt you if you go over this time. The Chair will prioritise first time contributors before calling on anyone who has already spoken.

Ending the meeting:

1. The Chair will provide a meeting recap at the end of the meeting, to confirm that everyone agrees with next steps, responsibilities, and deadlines.
2. The technical and access administrator will end the meeting.