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# MEETING ETIQUETTE FOR VIRTUAL MEETINGS

During Covid, LPCs have changed their ways of working including conducting meetings virtually. It is important that virtual LPC meetings are as effective as possible, and that the same meeting etiquette as face-to-face to meetings is applied to online meetings.

Any meetings held virtually should follow the same processes and procedures as face-to-face meetings.

The following guidelines for virtual meetings should be followed

1. All attendees should have a microphone and camera available in order to take part fully in meetings (a basic USB ‘plug and play’ easy to set up webcam can be obtained for under £20). When possible, use your camera while on calls. A phone or tablet device may be used as an alternative but this may limit your ability to participate in areas such as the chat function.
2. Ensure your microphone is muted unless you are speaking.
3. Use the raised hand icon to indicate to the Chair that you would like to speak.
4. Ensure your full name is clearly visible to other participants. If you are attending a larger external meeting, it may also be helpful to indicate your organisation.
5. Use the chat function to ask questions and share relevant comments and links where appropriate.
6. Turn off emails and other notifications to ensure that you are concentrating fully during the meeting.
7. Try an be fully present at the meeting at all times. Do not work on other emails etc. If you need to take an urgent call, please note that you will be doing this in the chat and turn off your camera and microphone to do so, returning to the meeting using your camera when your call is finished.
8. If you are unable to join a meeting, the same process of sending apologies should be applied, as with face-to-face meetings. It is good practice to inform the meeting organiser as far in advance as possible (ideally a week). If a vote is being held during the meeting and you are proxy voting in line with the LPC constitution, please ensure that you inform the Chair who you are giving your vote to.
9. The same meeting preparation should also be carried out, including reading the agenda and papers in good time before the meeting.
10. If you are asked to give feedback for an item in the meeting prior to the next meeting date (or by a set deadline), please make sure you complete this in good time.

LPC Chair: Paul Jenks, BPharm (hons), MSc, MRPharmS, FRSPH

LPC Vice Chair: Marc Brooks, BSc (hons), MRPharmS

LPC Treasurer: Chris Kenny, MPharm, MRPharmS, PGCert, PhIP

Chief Officer: Dr Tracey Latham-Green, BA (hons), MBA, PhD