



- ✔ Private office
- ✔ Use a headset
- ✔ Turn off screen saver & power saver
- ✔ Plug in laptop
- ✔ Continuous Video Conference (video & audio)
- ✔ No touching keyboard/mouse during meeting
- ✔ No phones or other technology running
- ✔ Timekeeper to manage time on another device

For self-isolating or infected people, these maybe the guidelines to participate. BUT if you are at your company office or a public space, then you are NOT self-isolating, so not showing up to a meeting should be a miss. Unless the forum agrees to allow this for the person. Finding a private space with decent internet is the Forum-mates priority to resolve. So no excuses of "oh my internet signal is weak", or "I'm driving". Each Forum-mate has to manage their own technology. Voice-only should not be allowed.

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