ZOOM Video Teleconference Protocols

1.   All meeting participants are required to check in at the Zoom meeting room at least 30 minutes before the meeting proper. Once in, the participants should test their audio/video with the Secretariat, while all presenters should do a dry run of their respective presentations (screen sharing).

2.   All briefing presentations should be submitted to the Secretariat at least two hours before the meeting proper through e-mail address ro4bnica@yahoo.com.

3.   The display name of the participant should indicate their assigned working group, office, rank/designation, and name (last name first), following the prescribed format:

> **[OFFICE] RANK/DESIGNATION LAST NAME FIRST NAME**
> ex. **[NICA-4B] OIC, Prodn GARCIA Jose**

4.   During the meeting, all participants should ensure that their microphones are muted if not speaking. All participants are required to turn on their videos in the duration of the meeting for security purposes.

5.   To speak, click "raise hand" and wait to be recognized by the Head or a member of the Secretariat before speaking. Ensure that the microphone has been unmuted, and introduce yourself before speaking. Make sure the microphone has been muted after speaking to avoid interrupting the next speaker.

6.   Apply the same courtesy as you would in a face-to-face meeting. This includes being attentive to the discussion, minimizing multi-tasking, and excusing oneself when leaving, among other things.

7.   Participants who are working from home are encouraged to use a headset and ensure that the discussions will not be seen or heard by unauthorized persons.

8.   The Zoom Meeting ID and password will be provided to the participants two hours before the meeting proper. Unwarranted disclosure of the Zoom Meeting ID and password to unauthorized persons will be dealt with accordingly.