



Online Meeting

GUIDELINE

Audio and video quality may vary and depends on your device specification and network level. Refer to the minimum online Webex meeting requirements.

Join Meeting through email invitation via your official email or a shared Meeting Room link.

Do not panic if you are facing line/ technical disruption. You just need to **end the meeting and rejoin the online meeting** using the link as in number 1.

Open **Chat Panel to have a conversation within the meeting.** Use it to **Express your views** or **Troubleshoot your technical problem.** Secretariat/ technical member will assist you.

Only **one person speaks at a time.**

Turn on microphone (unmute) and **speak when your turn is called @ when necessary.**

Register using your **real name** to allow other member to identify you.

Turn off microphone when entering the 'Meeting Room'.

