

# Etiquette & Courtesy (Participating Site)

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By attending this event, you have agreed to be an “**active**” participant, which means the following...

## Before the event

- Come prepared for being engaged in the event. Remember...you are not here to “just watch TV.”
- Please make sure that you know how to respond to the “roll call” at the beginning of the event. If you are not seen or heard prior to the start of the event (during the sound & video check), you may be disconnected.

## During the event

**This is “interactive” video – you may be seen and heard at any time by all participating sites.**

- Make sure the camera encompasses **all** participants at your site. If that is not feasible, then plan “presets” for the camera to reach the different parts of the room.
- You should expect to participate at a level similar to if you were attending this event “in-person”
- There is a slight delay when speaking/receiving from other site.
- When asking a question, please state your name and site.
- Remember that you may be seen during the **entire program at the speaker’s site** (even if you aren’t heard)
- Speak clearly when asking questions or making comments.

**Remember to mute your system and set phones to “vibrate”.**

- “Muting” your system reduces the unnecessary interruptions from background noise and side conversations.
- The microphone is highly sensitive and can pick up even the slightest noises that can distract the speaker or other participating sites.
- Please mute your system if you need to move the microphone.

## **Technical problems?**

- Contact your local coordinator (name, phone) or the Memorial Hospital telehealth department at xxx-xxx-xxxx.

## After the event

- If evaluations are requested, please complete them. The only way to improve events is to learn how they went, from your perspective.