

The Pharmaceutical Society of South Africa National Office

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2nd PSSA Open Meeting on Lessons Learned from the Covid-19 pandemic Virtual meeting guidelines and etiquette

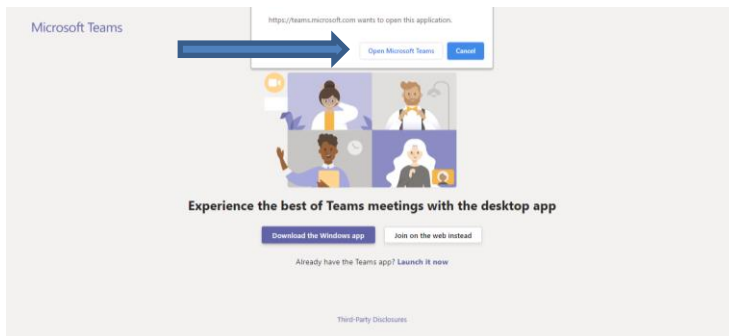
On 4 November 2020, the 2nd PSSA open meeting with members will be held by means of Microsoft Teams. In preparation for this meeting, a guideline to virtual meeting etiquette follows below:

Before the meeting:

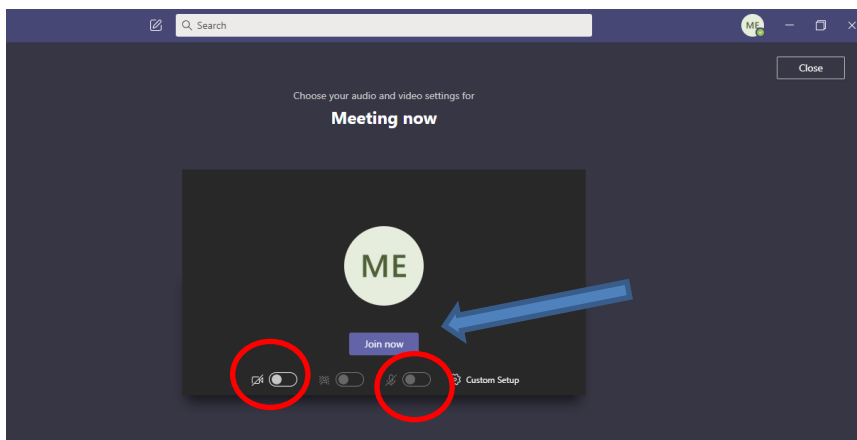
1. Please ensure that you have a stable, suitable speed, preferably plug-in **internet**. Speedline of 4mbps or higher is preferred. Plug-in internet provides more stable connection during the meeting than WiFi.
2. It will be better to join the meeting via a **computer** than with your phone, as you cannot access all the functionalities on a phone.
3. Download the **Microsoft Teams app** on your computer, if not already in use. It is better to access the meeting through the app than through the web or by simply “joining” the meeting.
4. Ensure that you have a **headset with microphone and earphones**. A headset is preferred over the use of your computer’s built-in microphone and speakers to reduce background noise when speaking during the meeting. Please test your speakers and microphone before the meeting so that technical difficulties can be resolved with the help of your IT support.

Join the meeting:

1. Make sure you are in a **quiet area** and that there are no distractions.
2. Although cameras will be off, in the unfortunate event that you by accident switch your camera on, please be **dressed** to avoid an uncomfortable scenario.
3. **Follow the link** from the email circulated by the PSSA National Office to *Join Microsoft Teams Meeting from 18h45* on 4 November 2020. As you can imagine there are a number of members that have to join, and we would like to start the meeting on time (19h00).
4. On the landing page, you can either join by “Download the windows app” or “Join on the web”. If you have the app (as suggested), please select ‘open Microsoft Teams’, as indicated in the image below.



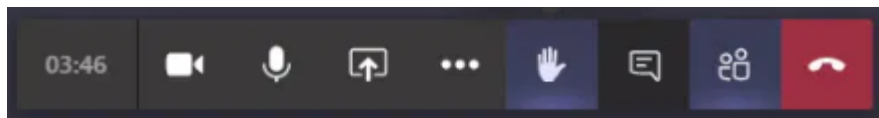
5. Please type your name and surname in the “enter name” box and ensure that both your microphone and webcam are switched OFF before you click on “join the meeting/join now”.







6. You will receive a message to notify you that “someone in the meeting will let you in soon”. Please note that the office will have to accept members to the meeting one by one after verifying their identity. For this reason, please be sure to use the name and surname that we know you by.
7. Please be patient as this may take a while.
8. For more assistance, please access this link: <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

Once in the meeting:

1. **Please keep your microphone on mute and your webcam off.**
2. Familiarise yourself with the **tool functionalities** that will appear on your screen:



-  Camera – please switch your camera off and keep it off throughout the meeting.
-  Microphone – please keep your microphone muted unless you want to talk and have been acknowledged by the chair to do so.
-  Raise your hand – please raise your hand if you have a question or want to speak. Wait for acknowledgement from the chair. Please lower your hand once done. If you cannot see the “raise your hand” functionality here, please open the list of participants and at the bottom there will also be a “Raise hand” option.
-  Chat section – please indicate your presence to the meeting in this section. Please refrain from having any other discussions in this section.

3. Please access the “Chat” section and state your name and surname. This will serve as the attendance register to the meeting.
4. Please do not engage in any discussions on this “chat” section, and also do not respond or “greet back” as it will increase the traffic on the chat function.

During the meeting:

1. The meeting will be chaired by the Deputy-President.
2. If by accident you leave the meeting, simply follow the same instructions, and use the same link to access the meeting.
3. This will be an open meeting without an agenda to allow a free-flowing discussion with members of the Society.
4. The chair will acknowledge you to proceed to contribute your discussion. In the interest of time we recommend that you do not (1) provide unnecessary background to the point, (2) repeat what was already mentioned by another member or (3) enter into discussion not relevant to the topic of the meeting.

END.