

CAST online meeting etiquette

Meetings are an essential part of our work here at **CAST**. To help them run smoothly and make the most of everyone's time, please take a look at the following guidance.



If you would like an item added to the agenda, please let the **Planning Group** know as soon as you can so it can be added in time for the meeting.

The meeting will start at the time on the agenda - please try to make sure you're not late!

If you want to make a point, please use the zoom function to raise your hand or send a message in the chat-box.

The Facilitator will ensure that every member has their voice heard and that all members are treated in a fair and equal way.

Please don't interrupt others when they are talking.

The Facilitator has the authority to issue a warning. Should you continue to disrupt, you may be removed from the meeting.



Only the items on the agenda will be discussed during the meeting. If there's anything else you'd like to discuss, please use the 'any other business' section - any issues not covered can be added to the next meeting's agenda.

If you are speaking, please try to remain on topic and on time - the Facilitator will keep you on track!