



# 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.

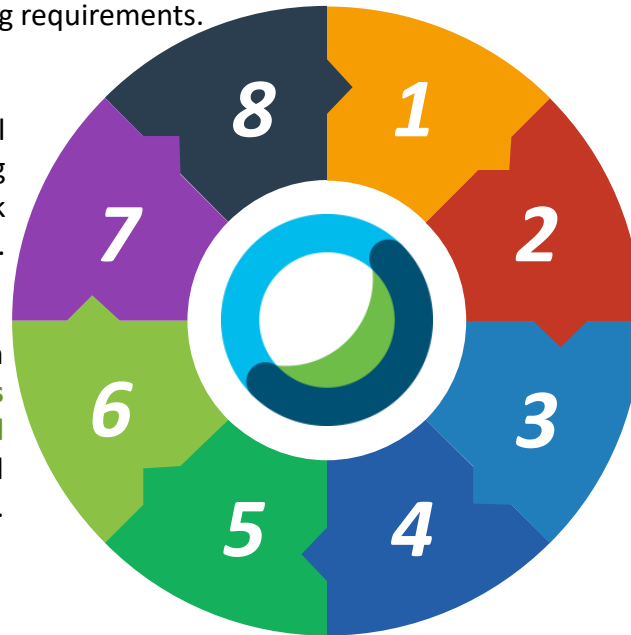
**Join Meeting** through email invitation via your official email or a shared Meeting Room link.

**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'.