



Online sessions are a great way for us to go deeper and be more productive, with less hassle. But like in-person meetings, they need us to follow etiquette to work well and respect everyone's time.

## ONLINE GROUND RULES

WITH ALICIA MCKAY

### BEFORE

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#### RULE 1

#### ON TIME IS LATE

Leave at least 10 minutes to get organised. Arrive early, check your technology and login are working smoothly, and get comfortable.

- Complete any pre-work
- Bring worksheets or resources provided
- Pens, highlighters, post-it notes, notepaper

### DURING

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#### RULE 2

#### PRESENCE IS EVERYTHING

Commit to engaging for the full session. Participation will make or break your experience. Save emails, text messages, and cups of tea for the break, or the end.

- Turn your phone off
- Close other applications, especially email
- Keep your camera on
- Stay muted unless called on
- Use the chat box to interact with others

#### RULE 3

#### BE OPEN AND RESPECTFUL

Chatham House rules. Step a little outside of your comfort zone. Ask that question, share that half-formed thought and make the most of an opportunity to get out of the weeds.

- Everyone's input is equal
- Be open and curious
- Have a laugh

#### RULE 4

#### HAVE FUN!

Strong opinions are best held and treated lightly. Keep laughing, stay engaged in the chat box and smile.

### AFTER

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#### RULE 5

#### TAKE ACTION

You will leave with new ideas and things to follow up. Act within 24 hours to make them happen.

SEE YOU SOON!

**ALICIA** ⚡  
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