

Virtual Ward Forum Meeting

Code of Conduct and Tips for using Microsoft Teams Live



Virtual Ward Forum – Code of Conduct

The purpose of this meeting is to discuss matters of interest to the residents of the Ward.

It is to stimulate informed two-way debate and for the Ward to form its view on the subject matter under discussion.

The Agenda allows for members of the public to raise issues of local concern. **Anyone wishing to do so should ask a question using the question and answer (Q/A) function. Questions can be also asked in advance of the meeting.**

Reports can be presented by City Council officers or other invited guests, who are representing their organisations.

Those people wishing to speak should try to inform the debate currently in discussion.

The Chair may request anyone asking a question to explain the relevance of their point, advise them of the repetitive nature of the comment, ask them to stop using unbecoming language or abusing any other person present.

Microsoft Teams Event Live Tips

1. Teams Event Live is a broadcast

2. Please use the Q/A function to ask a question

3. The meeting will be recorded and available following the meeting

Question & answer box

Questions from other attendees

Your questions

Ask a question

