

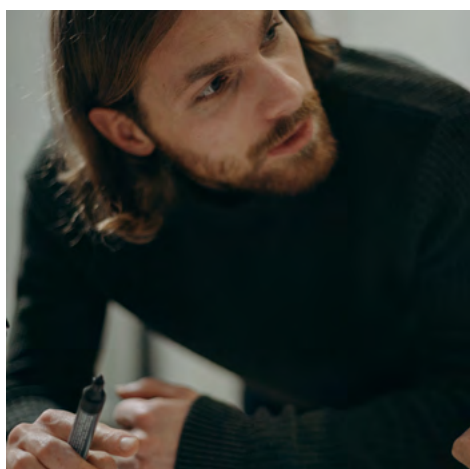
PGS Software

Remote Workshop

3 — 3

Ground rules - example

1. **Start on time.**
2. **Disable distractions** (e.g. email).
3. **Wear headphones** during the entire workshop.
4. Use your **headset microphone**.
5. If you don't have the floor, **mute your microphone**.
6. **Turn on** the camera (at least at the beginning of the meeting; later cameras can be turned off to increase bandwidth).
7. **Only one person** speaks at a time.
8. In extreme cases, it is the moderator who **gives floor to the participants**.
9. **Be an active participant**, not a passive listener.
10. **Let others know** if you:
 - Need a short break,
 - Walk away from the computer,
 - Come back to the computer.
11. **Let it go if you feel the discussion has reached a dead end.** Put aside all issues that are not related to the workshop. Come back to them later or address them at a separate meeting.



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