

## Rules of Conduct for tekomp GoToMeetings

### Please observe the following:

#### Voice Transmission

- Please avoid background noise, so as not to disturb the other meeting participants.
- Please exclusively use headsets when communicating via VoIP (Voice over IP).
- If your web connection is too weak or other difficulties occur with voice transmission, please make use of the dial-in options using your phone.
- Please mute your microphone whenever you are not speaking.

#### Image Transmission

- Please do not switch on image transmission unless all participants have expressly agreed to do so.
- For this, you will need a passable webcam.
- If the bandwidth of your connection is too small, the use of a webcam can reduce transmission quality, even of your voice. If necessary, switch off your webcam in order to improve voice transmission quality.

#### Screen Sharing

- If you wish to make files or screen content visible to the other participants, the meeting moderator can grant you the right to do so during the session.
- Please open all the relevant files on your screen before the meeting starts, and close any content the meeting participants should not see.

#### Requests to Speak

- Please arrange a protocol with the moderator for requesting to speak.

#### Chat

- During the meeting, you can chat either with a single participant or all participants.
- When exchanging messages with individual colleagues, make sure the messages are not visible to everybody.

#### Recording

- If the moderator wishes to record the meeting, he will ask beforehand for your consent.