

GoTo Meeting Etiquette & How to Raise Your Hand

To ensure smooth and productive ABBA Committee meetings, please follow these **GoTo Meeting etiquette guidelines** when joining:

Before the Meeting:

- ✅ **Test Your Connection** – Ensure you have a stable internet connection and test your audio/video settings before the meeting starts.
 - ✅ **Join on Time** – Log in a few minutes early to avoid disruptions and ensure everything is working properly.
 - ✅ **Use Your Full Name** – When entering the meeting, use your full name to help identify participants and facilitate discussions.
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During the Meeting:

- 🔇 **Mute Your Microphone** – Keep your microphone muted when not speaking to minimize background noise. Unmute only when contributing to the discussion.
 - 📹 **Turn On Your Camera (if possible)** – Video helps create engagement and ensures better communication. However, if you have a poor connection, turning off video may improve audio quality.
 - 💬 **Use the Chat Feature Wisely** – If you have a question or comment but don't want to interrupt the speaker, use the chat feature.
 - 🙋 **Raise Your Hand to Speak** – If you want to contribute to the discussion, please raise your hand using GoTo Meeting's built-in feature.
 - 🗣️ **State Your Name Before Speaking** – To ensure accurate minutes recording, please **clearly state your name** before addressing the committee.
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Respectful & Cordial Conduct:

- 🤝 **Keep It Professional** – All discussions must remain **respectful, courteous, and constructive** at all times.
- 🚫 **No Disruptive Behavior** – Interruptions, inappropriate language, or disrespectful remarks will **not be tolerated** and may result in removal from the meeting.
- 💡 **Focus on Solutions** – Engage in discussions with a positive and solution-oriented approach.

By following these etiquette guidelines, we can ensure a professional, productive, and inclusive meeting experience for all attendees.

How to Raise Your Hand in GoTo Meeting:

🖥 On Desktop:

- Locate the **Control Panel** on the right side of your screen.
- Click the **Hand Icon** (🙋) to raise your hand.
- The meeting organizer will see your request and call on you when it's your turn.
- Click the **Hand Icon** again to lower your hand when done.

📱 On Mobile (iOS & Android):

- Tap on the **More (:)** menu at the bottom of your screen.
- Select **Raise Hand** from the list.
- Wait for the organizer to acknowledge your turn.
- Tap **Lower Hand** when you no longer need to speak.