

# CBSS SUPPORT MEETING ON-LINE

Our On-Line Meetings are held to comply with the government's call for safe distancing measures.

We will use the Zoom platform for meeting on-line, and will meet from **7.30pm to 9.30pm** on **2<sup>nd</sup> Thursday of the month** during the circuit breaker period under the global pandemic.

## HOW TO JOIN THE MEETING

To join in this meeting, **PLEASE EMAIL US DIRECTLY** one day before the meeting date to **REQUEST TO JOIN** in the discussion: val.lim.lee@gmail.com cc seryee.kuang@gmail.com

Thereafter we will send you the Meeting Invitation link. We will try to keep the meeting numbers manageable so everyone will have a chance to speak.

## ON-LINE PROTOCOLS

For the meeting to run effectively and in a supportive manner, we have set up some basic guidelines, in addition to our usual rules on respect, confidentiality etc:

- 1) To ensure everyone's privacy, please use a "secure" and quiet space (eg enclosed room) to "dial in" so that the discussion will not be interrupted or within listening distance to anyone else, including young children.
- 2) We encourage you to use a desk/laptop as we might share slides and your mobile phone might be limiting. Use headphones or earphones for clearer reception.
- 3) On-line etiquette includes :
  - Turn on your camera so we can see you on-line - it is important to put a face to the voice to simulate some form of support for each other
  - Do not record or take any screen shots of the session, to observe privacy rules
  - Mute your device unless speaking (you can raise your hand online)
  - When speaking, please speak slowly as some devices may lag and cause listening difficulties
  - If you need to leave the meeting, please inform us using the "chat" facility on the side
- 4) If you are dialling in from overseas, please check the time difference so that you will be able to join us on time.

**THANK YOU FOR YOUR COOPERATION**