UEMS Advisory Board Etiquette 2018

Some friendly advice to promote efficiency of business and accuracy of notes

1. **Be kind and constructive where at all possible.**

2. **Please turn your phone/tablet/computer to silent and do not be selfish with bandwidth**
    a. Most UEMS meetings rooms do not have unlimited wi-fi bandwidth. Avoid downloading video content but limit yourself to e-mail and text browsing.

3. **When speaking always start with your name and the role in which you are speaking**
    a. New delegates will not know everyone
    b. Taking note of who is speaking is much easier with this introductory statement
    c. Some delegates represent both section and NMA. At the advisory board they should remember to speak in their role within their section.

4. **Please do not attend the Advisory Board meeting unprepared. Where possible make your contributions ahead of the meeting by e-mail on using the discussion forum.**
    a. Where, for example, a European Training Requirement (ETR) is circulated initially or prior to the meeting, direct comment to the authors could be addressed before the meeting.
    b. Preparation generates the more informed discussion.

5. **Keep your comments clear and concise**
    a. They should be highlighting issues, which you have already raised in communication prior to the meeting for others to consider.
    b. If the point needs more than a minute to raise, it should have been raised in advance of the meeting and circulated for all to see and consider.
    c. Do not be offended if your contribution is truncated to move the meeting forwards.

6. **Try not to monopolise discussion and/or speak on every issue**
    a. Sending comments to those presenting ahead of the meeting is more efficient than talking during the meeting as there will be much more time for them to be considered and applied.
    b. If you have already spoken, pause and listen for a while. We encourage all delegates to contribute but perhaps let others comment first. They may say what you were planning (perhaps even better than you would).

7. **For voting – be clear who holds the vote for the section and if any proxy has been given**
    a. The vote is usually held by the President of the Section but can be delegated.
        i. During roll call at the start of the meeting the role should be clear
        ii. Normally the voting member of the section will hold a green (positive) and red (negative) voting card.
        iii. Delegation can be given to the Section Secretary or from one section to another section.
        iv. Delegation is VERY important to ensure the advisory board can make decisions (2/3 of sections MUST be represented).

8. **Keep presentations to a maximum of 5 minutes to allow time for questions and comments**
    a. Presentations should be aimed at the Sections and the NMA representatives
    b. For a 5 minutes presentation 7 slides should be the maximum.