

PARTICIPATION IN ONLINE EVENTS

Online events will be moderated and facilitated by Melbourne Airport employees. Our moderation and etiquette protocol is aligned with our my.melbourneairport site which we recommend you read [here](#) prior to the event.

Here are some simple etiquette suggestions and requirements, to ensure that everyone gets the most out of these online events:

1. You will need to mute your microphone when you enter the event to eliminate background noise, however, your camera will automatically be on. You can disable the camera manually if you do not want to be visible to others.
2. Use the **chat function** to ask questions, request clarification or alert the facilitator to any issues and ensure your CAPS LOCK is off when doing so.
3. Use the **raise hand** function during the allocated Q&A time and wait for the facilitator to advise your turn before unmuting yourself to speak.
4. Everyone in the online event will be able to view the chat content, therefore you must contribute constructively, while respecting the views of other people. Personal attacks, offensive language and comments that are discriminatory will not be tolerated and the moderator has the right to remove you from the online event should this occur.
5. Don't defame anyone or any organisation.
6. The moderator may remove you from the online event should they consider that your behaviour constitutes bullying, harassment, or is otherwise threatening, offensive or disruptive in nature.
7. Ensure your comments seek to address the topic of discussion.
8. We recommend you read the [Health & Social page](#) before the online event
9. Please respect the moderators, facilitators and subject matter experts. Their job is to keep the online event safe and constructive so that everybody gets to have their say and get the most out of the event.