

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.com](#) site which we recommend you read [here](#) prior to the event.

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

1. Your **mic and video** will be disabled when you enter the room. If the facilitator enables your mic to allow you to speak, ensure that you introduce yourself and speak loudly and clearly.
2. Use the **Q&A function** to ask questions, request clarification or alert the facilitator to any issues and ensure your CAPS LOCK is off when doing so.
3. Everyone in the online event will be able to view the Q&A 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.
4. Don't defame anyone or any organisation.
5. 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.
6. Ensure your comments seek to address the topic of discussion.
7. We recommend you read the site content [here](#) before the online event
8. 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.