

## Webcasting of Meetings



### Extra Notes for Chairman

At the start of each meeting to be filmed, an announcement will be made as follows:-

“I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing”.

Please remember not to have the Chairman’s microphone on at the same time as other Member microphones

### For All Members

During a meeting that is being webcast, please remember:-

- to speak into the microphone and switch your microphone off when you have finished
- avoid putting phones/pagers near the microphone to prevent feedback
- not to make distracting noises near the microphones as this will be picked up on the webcast (it is very sensitive!)
- not to swap seats or microphones or you will be misnamed on the broadcast.
- you must not to refer to any exempt information until the press and public have been excluded and the webcasting has stopped
- refer to officers by their post rather than by name

### General Information

- the Chairman can request the termination or suspension of the webcast if it would prejudice the proceedings of the meeting
- webcasts will be available online for six months
- webcasts will be indexed - the public will be able to click into individual member links to look at speeches they have made and individual agenda items
- there will be a marked area for the public who do not wish to be webcast