

# **SOUTH YORKSHIRE JOINT SECRETARIAT**

## **WEBCAST MEETINGS**

### **CHAIR'S ANNOUNCEMENT**

This statement should be read by the Chair at the start of a webcast meeting:

- **I would like to remind everyone present that this meeting will be webcast live and will be archived for future use.**
- **Please switch mobile phones and BlackBerrys off as they interfere with the audio system.**
- **Please wait to be called by me. This is to allow the camera operator to direct the camera to you.**
- **Remember to switch your microphone on when you speak and off when you finish.**

Please announce at the end of Part 1 of the meeting

**The public part of the agenda is now finished. I would like to thank public, press and those watching the webcast for their attendance.**

Allow 1 minute before starting Part 2 to enable the webcast to be closed down.

### **Notes**

- Please state clearly each agenda item giving the number of the item and reading out its brief title:  
e.g., *We are now on agenda item 2 – Minutes.*  
This will allow the camera operator to move o that item on her/his agenda, and record all discussion under that item.
- You have the ability to override any microphone that is switched on by using the yellow button on your control pad. You can use this facility when members forget to switch off their microphones or when a member tries to speak without being called. To override other members use of the microphone the yellow button needs to be pressed and held down.
- At your instruction the webcast operator will pause the broadcast. A direction to the operator to suspend a recording will only be acted upon if it has been received from the Chair.

**Updated 19/12/08**