EQ-Arts Protocol for Institution for Virtual Site Visit (VSV)

- Once the Virtual Site Visit (VSV) schedule is finalised the Institution should provide names/role/responsibilities for each VSV meeting (and name/programme/year/specialism for students as appropriate); any changes to be communicated through the liaison person at earliest opportunity;

- The Institution to ensure that their attendees have access to sufficient technology in order to attend (e.g. only one attendee per computer where possible), and in a timely manner;

- The Institutional attendees will be able to wait in the online waiting room, and will be let into the meeting by the EQ-Arts host;

- The Chair will invite Institutional attendees to introduce themselves, either at the start of the meeting or when they first speak, depending on the size of the group;

- The Institution to please ensure that all Institutional attendees' names and relevant role/course/year (as appropriate) appears on screen by asking them to change it in the profile settings before attending the meeting;

- The institution to ask that their attendees keep their camera on during the meetings, but mute their microphones while they are not speaking;

- For large meetings the Chair will invite attendees to raise a hand to speak, for example, to answer the Review Team questions or seek clarification;

- The EQ-Arts Chair will encourage all Institutional attendees to contribute to the meeting, however where there is agreement one answer will be sufficient;

- If an Institutional attendee's internet connection drops, they will be able to re-enter the meeting;

- Normally meetings will not be recorded, except with permission of the Chair.