



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

HYBRID NATIONAL TOURISM STAKEHOLDER FORUM (NTSF) MEETING 24 FEBRUARY 2022

Dear NTSF Members

Kindly take time to familiarise yourselves with the guidelines below for smooth facilitation of the meeting.

1. **Joining the meeting virtually:**

- Kindly join the meeting, and wait for the Chairperson to start the meeting.
- Join the meeting on time.
- Keep your microphone on mute when joining the meeting.
- If experiencing bad signal or interference on the line, hang up promptly and try to reconnect to the call again.

2. **Attendance register:**

- After joining the meeting, please register your name and organisation in the chat box for purposes of marking and keeping the attendance register.

3. **Audio:**

- Keep your microphone on mute to avoid possible interruption of the presenter, and further disrupting the meeting.
- Adjust your microphone settings (unmute), when you have been recognised by the Chairperson to speak as you do not want to start speaking while on mute.
- Mute mobile phones, turn off notification sounds, and minimise other applications on your device or around.

4. **Video:**

- Limit your movement when you speak and look into the camera. This gives a better impression than a side view
- Adjust your camera settings (activate) when talking/presenting and look at your camera so that the audience can identify with the speaker.

5. **Participation and Speaking**

- If you want to make a comment or ask a question, kindly raise your hand and wait for acknowledgement/recognition by the Chairperson.
- You can also participate by posting your comments and questions in the Chat box so that it can be addressed later.
- Chat box comments and discussions will be considered and incorporated in the formulation of the report.