3GPP TSG-RAN WG2 Meeting #113 electronic
Online, Jan 25 – Feb 5, 2021

Source: RAN Chair, Vice Chairs, and Session Chairs

Title: e-Meeting Etiquette and Guidelines

**Webinar start/stop times**

* **Meeting starts on time** – the first session slot will be open 5-10 minutes before start time so delegates can check their audio quality and we can start on time.
* **Session close times** – discussions must stop at the designated closing time – no new topics should be started at that point in time. The chair may allow only few more minutes to close the ongoing discussions, but no longer than 5-10 minutes except in exceptional circumstances or when announced beforehand at least 24hrs in advance.

**Participation**

* KEEP your microphone muted when you are not speaking
* RAISE your hand using the Tohru tool (<https://www.3gpp.org/tohru/index.php>)
* WAIT your turn for the chair to call your name/company
* DO NOT speak unless the chair calls your name/company. Be respectful of everyone else waiting.
	+ NOTE: individuals breaking this rule can be muted by the session chair and they may not be able to un-mute themselves.
* USE the “Optional reminder/hint” box of the Propose Resolution option to write the essence of your comment very concisely if you have something to say that may resolve an issue and help the chair progress. The chair can use this to identify if you can speak out of your turn. NOTE: this is not meant to be used as a chat
	+ Delegates, upon chair request, may use this box to provide feedback such as agree/disagree or to write short comments (e.g. this compromise is ok with us or agree with what person x is saying). This will help the chair get an idea on the level of support for a particular view during the discussion.
* Moderators or email discussion/specification rapporteurs may be allowed to speak-up out of turn to provide the chair with an understanding of the views and suggest ways to progress (e.g. modification of agreement etc.). Other participants may in some cases be allowed to speak out of turn, e.g. to respond to a question on a previous comment.
* IF AUDIO ISSUES OCCUR when you are asked to speak and chair is forced to skip your turn, please use the Tohru tool (“Optional reminder/hint”) to indicate when you think the issues are resolved. If the issues persist, please ask another person to speak for you or use the comment field to indicate your view.

**Comments**

* Keep your comments short and concise (keep in mind that we have very limited online time) – make sure your first sentence captures your view on the issue then you can provide a concise explanation.
* Read the agreement that is being captured on the screen.
	+ When you make a comment be specific on what would make the agreement acceptable.
	+ Propose compromise solutions for contentious issues rather than just repeat your comments when discussion has been long - that helps the discussion to progress