

# Reminder to Academic Board Attendees

Please,

- Switch off mobile phones.
- Use mouse mats for cup and saucer.
- Do not cover microphones with folders or papers.
- Fill front row seats before filling back row seats unless leaving prior to close of meeting.
- If you wish to speak
  - Identify yourself to remote/offshore campus members.
- If seated in the back row and you wish to speak
  - Stand up, identify yourself, and remain standing whilst speaking.

Thank you for your co-operation.