

**“Suggested” Addendum to Participation Agreement  
for online video joint meetings:**

**(courtesy of The International Academy of Collaborative Professionals)**

- A. No one will audio or video record any meeting. We will check with each other that none of us nor anyone on your/our behalf, has done so.
- B. If a video link is lost, we will all wait, without speaking, until it is restored.
- C. We may terminate online video meetings if there is inadequate quality of connection or a breach of this agreement may have occurred.
- D. We may suspend the meeting if there is any remote interruption and will restart the online session once satisfied that any interruption has been resolved and that it remains appropriate to continue following such interruption.
- E. Only the people who have signed the Participation Agreement may be present in the same rooms used by the participants during any online video meeting session. We will all confirm that we cannot be overheard from your location.
- F. We agree to do all we can to ensure that we are not interrupted during online video meeting by anyone else such as children, relatives, pets, deliveries. But if someone is interrupted, we will all wait quietly until the interruption is dealt with.
- G. We agree to turn off or put to silent any phones, tablets or computers, and disable any alerts announcements or notifications of texts, emails, tweets or other social media activity, and close all or any other open application.
- H. We all agree to turn off any music or radio or background noise.
- I. We all agree to there being no live or deferred video or audio relay of the online meeting to third participants.
- J. We all agree not to video or audio record any online session.
- K. If you create any video or audio recording of the online meeting, inadvertently or otherwise, you undertake to destroy any such recording as soon as you become aware of its existence.
- L. Online video collaborative joint meetings are a without prejudice process to seek a negotiated settlement.
- M. All the other aspects of the Collaborative process as set out in the Participation Agreement and the Terms of Business of each practitioner applies to video.