

# Meeting guide for members of the public

- Staffordshire & Stoke-on-Trent Integrated Care Board meetings are meetings in public – not public meetings
- The prime function of the meetings is to conduct the business of the Integrated Care Board
- All cameras should be off except for the Chair and those presenting items on the agenda
- Please make sure your microphone is on mute during the meeting
- The Chair will invite questions from members of the public at the end of the meeting
- Please ‘raise your hand’ on Teams to direct questions via the Chair
- Questions submitted via email in advance of the meeting will be addressed by the Chair at the beginning of the meeting