



## **Best Practices for attending HKICPA Virtual Meetings**

- **Update your virtual meeting software with strong passwords**  
Make sure your virtual meeting software is downloaded, installed or updated via their official websites or mobile apps stores, patched with the latest updates and have automated updates turned on. Where applicable, please ensure your connecting device has up-to-date security software (e.g. anti-virus) installed. Also, your virtual meeting software account should be set with strong passwords and should change passwords regularly.
- **Check meeting invitation**  
Verify that the invite is sent from a known or trusted sender, and you are the correct recipient of this meeting request. Cross-check with the invitation sender if in doubt.
- **Join meeting in a private and secured environment**  
Attendees must be aware of their surroundings when attending a virtual meeting. Confidentiality and sensitivity of information must be considered and conversations must not be conducted in a place where they will be overheard. Whenever possible, especially for confidential meeting, join the virtual meeting from a secured location without accessibility or disturbance by any non-participants. If such is not possible, attendees must seek approval from the chairperson prior to joining the virtual meeting.
- **Security and authentication to enter the meeting**  
Please do not share the invitation link and/or password to anyone else, unless pre-approved by the meeting chairperson (or delegates). You may require to authenticate yourself (via device camera or other means) prior to join the meeting. Virtual backgrounds are generally not allowed when attending HKICPA virtual meetings.
- **Confidentiality considerations**  
Keep confidential conversations private, and be careful don't accidentally share any confidential contents from your devices or in your background.
- **Mute the microphone while not talking**  
Be respectful to others by consciously muting your microphone when you're not talking to save everyone from any disturbing sounds during the meeting.
- **Recording of the virtual meeting**  
HKICPA may record the virtual meeting and if you have any concerns, please discuss with the chairperson prior to the meeting.
- **Report suspicious activities**  
Report suspicious activity to your meeting host, or email to [itenquiry@hkipa.org.hk](mailto:itenquiry@hkipa.org.hk).