

# 26TH BIENNIAL BUSINESS SESSION



*Virtual Meeting*

## **Protocols & Zoom Tricks**



# **NATIONAL CONVOCATION**

Christian Church (Disciples of Christ)

## **26th Biennial Business Session**

Welcome!

As we explore this new way of being “together” for our meetings, we have prepared a few meeting protocols and recommendations to help us run the meeting smoothly. You can find this document, meeting program, business items, and other materials at our online meeting center.

### **Online Meeting Center**

<https://www.nationalconvocation.org/onlinemeetingcenter>

If you have any questions or need technical assistance, please reach out to Brenda Rossy at 317-384-8363 or email her at [brossy@disciples.org](mailto:brossy@disciples.org).

We look forward to being with each of you.

# MEETING PROTOCOLS

All participants should remain on mute except when directed to unmute by the president. This saves all from the distractions of background noise.

## Screen Name

Please make sure your screen name includes both your first and last name.

## If you wish to speak

Send a message to the president, Rev. Dr. Donald Gillett and type “I wish to speak” in the chat area. The president will call on you in turn. Do NOT type your question into the chat.

If you are using a phone to dial-in, you may text “I wish to speak”, including your full name, to Donald K. Gillett at 859-396-5925. Use \*6 to unmute yourself. Please mute yourself with \*6 after you have spoken.

Please be patient while waiting to be called.

## Voting

Voting will be done by voice vote. You will be asked to unmute yourself and respond with an approval (aye) followed by a second request for a non approval (no).

If the result is uncertain, a poll vote will be held. Zoom polling will allow us to launch live voting questions during our meeting. At the moment of voting, You will be prompted to answer the poll and vote. You can watch the results live. If you are not seeing the poll, you need to change your settings to allow pop-ups. We will gather the responses and also have the ability to download a report of polling after the meeting.

## Help Desk

If you have any technical difficulties connecting or if at any time during the meeting you get disconnected and can't get back in, you can text or call Brenda Rossy at 317-384-8363. If you need further assistance, please email us at [brossy@disciples.org](mailto:brossy@disciples.org).

# ZOOM TRICKS, AND TIPS

As we explore this new way of being “together” for our meetings, we wanted to share some “Zoom Etiquette” to facilitate a good experience. These “Tricks and Tips” are to help our meeting run smoothly.

## Zoom Connection Options.

Computer, laptop, tablet, or a smartphone (iOS or Android) - *Recommended*:

- you can join for video & audio
- you can join for audio only, and simply disable (stop) video.

Dial-in via telephone, - use only if you:

- do not have a microphone or speaker on your computer/tablet,
- do not have a smartphone (iOS or Android) while on the road, or
- could not connect to a network for video computer audio.

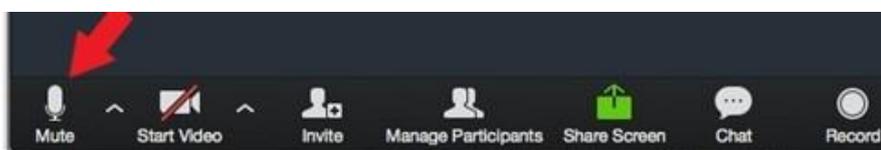
## Screen Display Name.

Please make sure your display name includes both your first and last name. If you need to rename yourself, click on the "Participants" icon. A window will appear. Click the "Rename" button. Enter your full name in the "New Screen Name" field. After clicking the blue "OK" button, your new name will appear.



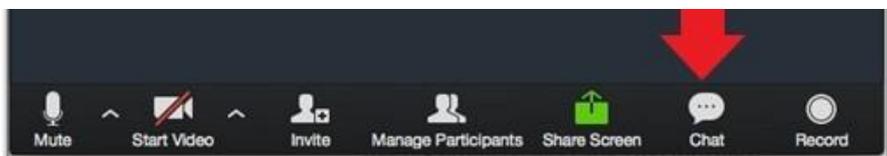
## Mute yourself during meetings.

If you are not the primary person talking, please keep yourself muted. Microphones are very sensitive, and this helps to eliminate distracting background noises and feedback from various devices.



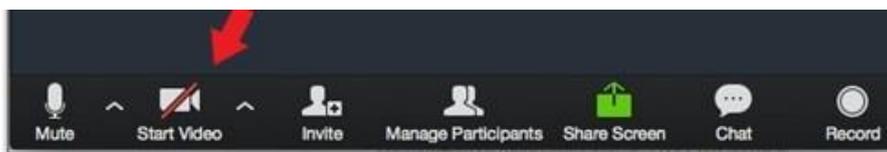
## Use the Chat feature.

All requests to speak or to make a comment should be sent to Donald Gillett in the chat feature. Your request will be relayed to the moderator who will call on you to unmute and address the group. Do NOT type your question into the chat.



## Turning your video off.

If you need to take a break, to speak to someone in the room with you, or to eat, please turn your video off. You will still be able to hear the meeting, and we will still be able to hear you (if unmuted). This will help limit any unnecessary distractions and will give you a brief break from your computer screen. Using this feature puts less strain on your internet connection.

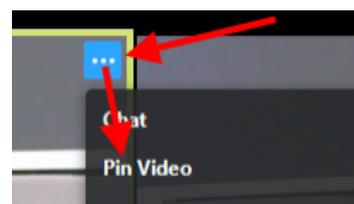


## Screen Views.

Set your screen to “speaker view” so whoever is speaking will be centered on your screen.

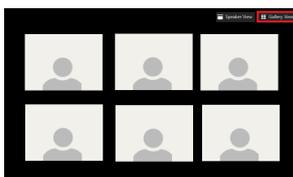
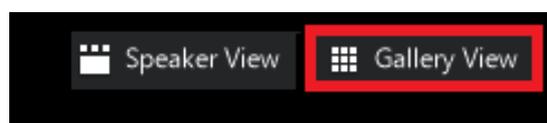


“Pin Video” someone to the top of your screen.



## Gallery view.

In order to see everyone who is on the zoom call, you will need to switch to “gallery view.” If you are on a computer, you will go to the top right of your screen and select “gallery view.” If you are on a tablet or phone, you will need to swipe your screen to the left and that will enable “gallery view.”



**Technical difficulties.** If you have technical difficulties or need technical assistance, please text or call Brenda Rossy at 317-384-8363 or email her at [brossy@disciples.org](mailto:brossy@disciples.org).