

Video Conferencing Etiquette

Please note you will automatically be muted when the actual meeting begins. To speak you must raise or lower your hand as set out below.

To assist in a successful meeting, we offer the following guidelines:

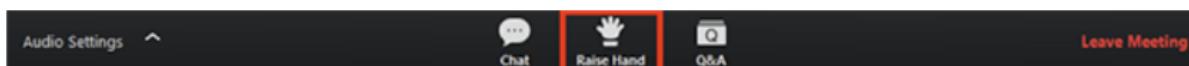
1. Be prepared, read the agenda and related material prior to the meeting
2. Be on time; new Zoom users should join the meeting early to familiarize themselves with the app and receive assistance as/if required
3. Provide your full name, etc. as instructed below (if you have any difficulty, help will be provided when you first join the meeting)
4. Test your microphone and camera ahead of time
5. Choose a quiet location with good lighting
6. Dress appropriately (at least from waist up)
7. Set the camera to provide a full-face front view focused at eye level with an appropriate background
8. Eliminate distractions (turn off cell phone, close other computer apps, no pets, etc.)
9. Don't try to multitask in the background
10. Let others in your household know you will be on a call and ask them to limit their internet use
11. Don't rely on body language to make your point
12. Introduce yourself before talking

All participants will be asked to follow a common name format to facilitate breakout rooms.

Participant status of D for delegate, C for committee member, and G for guest, followed by name, church or committee you represent. i.e.: *D – Chris Dorn - Red Deer First*

How to raise your hand in Zoom

1. To be recognized by the chair and speak during the meeting, click on the icon labelled "Participants" at the bottom centre of your screen.
2. At the bottom of the window on the right side of the screen, click the button labelled "Raise Hand."



Your digital hand is now raised.

Upon being recognized by the chair, you will be unmuted and able to speak.

Lower your digital hand by clicking the same button, which may or not now be labelled "Lower Hand."