

Virtual Meeting Rules and Procedures

Thank you for attending the AACT Winter Board Meeting. In order to make this meeting as efficient and productive as possible, we ask that you follow the below guidelines and procedures before and during the meeting. A follow-up questionnaire will be sent out for any questions or comments that pertains to either the process or content discussed.

Voting Board Members (Panelists)

- An Invitational link will be sent to you directly to allow you permissions to use your video or audio, whichever you so choose.
- Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* the meeting. Join early if think you will have issues.
- Read the agenda, and come prepared.
- If you must leave early, please send the Host(s) a quick note stating so.
- Phone:
 - **NOTE:** This method is not recommended as it will not allow you to cast an online vote.
 - If using the phone, you will only be able to hear the audio. Talk permissions will not be readily available. The Host can unmute you to allow for comments...but there cannot be any background noise.
 - Make sure you are in a quiet area free from unnecessary distractions. This includes pets and background noises.
 - Turn off all notifications and make sure your cell phone is on silent.
- Computer Video/Audio:
 - Please use the **Raise Your Hand** feature at the bottom of the screen to speak.
 - Please Mute your audio once logged in.
 - Don't stare at your phone while other people are presenting
 - Turn off all notifications and make sure your cell phone is on silent.
 - Don't interrupt other people when they're speaking (or attempt to speak over them). Please use the **Raise Your Hand** feature at the bottom of the screen to speak.
 - Don't work on other tasks (like checking email) during the virtual meeting
 - Make sure you are in a quiet area free from unnecessary distractions. This includes pets and background noises.

Committee Members and Guests (Attendees)

- Attendees will have a general link that they can use. Link is provided at aact.org/winter.
- Will only have access to audio unless additional permissions are granted from Hosts.
- Phone:

- **NOTE:** If using the phone, you will only be able to hear the audio. Talk permissions will not be available.
- Make sure you are in a quiet area free from unnecessary distractions. This includes pets and background noises.
- Computer Audio
 - Please use the **Raise Your Hand** feature at the bottom of the screen to speak. Please know that we will try to accommodate everyone as best as possible to allow for time to speak.
 - The **Chat** feature is also available to direct your comments and questions to either a Chair, your committee, or Board member. Please funnel your questions first to the Chair or the appropriate Board member so the host(s) has time to read through and address as many as possible.
 - Read the agenda, and come prepared.
 - Don't work on other tasks (like checking email) during the virtual meeting
 - Make sure you are in a quiet area free from unnecessary distractions. This includes pets and background noises.