

WELCOME TO OUR VIRTUAL MEETING

Minutes are being taken for this meeting, and in some cases, a record is being taken by a court reporter. There are certain guidelines that need to be followed in order to make an accurate record. Our goal is to have the best record possible for all involved and your cooperation benefits everyone.

1. Everyone must remain muted when they are not speaking. You will be muted upon entry to the meeting. During the meeting, the moderator will mute you if audio interference is coming from your equipment. Phone callers can unmute themselves by pressing *6. Computer users can mute and unmute using the space bar.
2. Remember that virtual microphones are very sensitive to sound and will pick up background noise where you are. If you have a headset, please use it. This will help to block out any background sounds and provides a much clearer sound.
3. If you click on the “Participants” link at the bottom of your screen, a list of attendees will appear. Click on your own name and you will see a hand icon. If you would like to speak, raise your virtual hand and wait to be called upon. You can also type questions into the Chat feature.
4. Allow time for a response to your question. Voices will cancel each other out and nothing will make it into the record.

If you are having audio problems, please troubleshoot as follows:

1. Log out of the meeting and locate a stronger WiFi signal if one is available to you
2. Make sure there is no interference from other devices near you.
3. If your device is portable, try moving to another room or location.
4. If you do not need to speak during the meeting, stay on mute.
5. If you must speak and the connection is bad, turn off your computer audio and use a phone, preferably a POTS (land) line to call in.