Virtual Meeting Ground Rules

Audio/Video
● Join the meeting from a quiet area out of respect to others on the line.
● If your computer audio is susceptible to feedback, use headphones with a microphone (not your computer speakers).
● **When you are not speaking – please go on mute.**
● Turn on your video in order for us to see each other, especially when speaking.
● Place cell phones on vibrate; silence notifications from computer calendar and email.
● Submit questions during the presentations through the chat feature in GoToMeeting
● When called upon by a facilitator to ask or clarify the question, introduce yourself with name, title, and location when asking a question or commenting
● Participants are encouraged to use their computer for video and audio but, as a backup only, if you are having difficulty hearing or are having a slow/interrupted internet connection, try using closed captioning or dial into the GoToMeeting phone number.

Presentations
● To make the meeting run smoothly, facilitators will run the slide presentations. Presenters should call out “next slide” or slide numbers when speaking.
● **Submit questions & comments during the presentations through the chat feature in GoToMeeting. Facilitators will call on attendees in order of questions received.**
● Allow time for responses – participants may have a communication lag or need to go off mute.
● Any questions requiring more time than what is allotted for the session or requiring research will be added to the Parking Lot.

Logistics
● Please stick to the schedule and come back promptly from breaks and be ready to re-engage. Breaks are firm, fixed timeframes.
● Stay focused and stay engaged during the meeting. The expectation is that we are focused on the meeting and will not try to manage other work and email.
OTHER CONSIDERATIONS FOR FOLKS HELPING

Facilitator Duties
- Coordinate participant introductions at the beginning of each meeting day
- Introduce briefers
- Manage presentation and discussion time
- Maintain focus and discussions on the intent of the meeting
- Monitor chat section for questions or issues
- Enforce meeting participant guidelines
- Highlight the use of the Parking Lot

Rapporteur Duties
- Capture the key points of each topic/discussion, actions, and Parking Lot items
- Quickly clean up the meeting notes
- Build in 5-minute stretches, especially for long discussions or sessions