

Video Conference Protocol

A link to join the meeting will be sent to you prior to the meeting.

Test the link well in advance. You may have to download the software in order for your computer to be compatible with the site.

To participate, please log in at least 15 minutes prior to the meeting time. This will ensure you have ample time to correct any technical glitches before the meeting starts.

Participation protocol:

1. After you log in, please mute your microphone and video, except for the voice interpreter who may leave their mic on.
2. The presider of the meeting will be on-screen at all times.
3. Those attending the meeting may be asked to turn on their webcam momentarily for greetings and farewells.
4. To request the floor, open your webcam. Wait to be recognized. Once you have finished speaking, please turn off your webcam.
5. Use the chat window for side comments or questions. Comments should be restricted to business. Limit side conversations, emojis and jokes. Presider will review comments periodically during the meeting.