

Attendee Instructions for October 24, 2020 meeting of the Presbytery of Plains & Peaks

We will be using the Zoom WEBINAR platform for this meeting. This may be a little different from the Zoom meetings that you have been using, **so please read the following instructions.** We have experimented with different operating systems, but your experience may vary from what we have tried to describe here. **There will be a practice Webinar session on October 23 at 9:00 a.m.**

1. Register with the Presbytery. Phone (970-352-6496) or email (bobbi@plainsandpeaks.org) the Presbytery office with your plans to attend the Practice Session and the Presbytery Meeting. We will need an email address from you to send you a personal Zoom Webinar invitation link to each event.
2. If you are planning on attending the Presbytery meeting and/or practice by telephone, you will need to have the meeting ID, the meeting password, and your unique password. This information will be in the emailed invitation. While in the meetings, you can electronically “raise your hand” by pressing *9. You can mute/unmute by pressing *6.
3. On the day of the meeting, and the practice, join in by clicking the link that you received in your email. Registration will open 30 minutes before the meeting (8:30am). Please do not wait until the last moment to check in. The staff will need time to admit everyone individually and record attendance. After being admitted, you are free to go get another cup of coffee until 9:00am, when the meeting will convene.
4. **On the webinar platform you will find that you won’t see everyone.** Even your own “box” will be blank. You will see the meeting hosts and panelists. These are the people that you would normally see giving reports from the chancel area of a sanctuary. These people will change over the course of the meeting.
5. If you wish to speak, use the “raise hand” button located at the bottom of your screen, or press *9 if you are attending through your phone. When the moderator recognizes you, the staff will start your video. There will be a slight delay and your screen will go black, but not for long! Unmute yourself (press *6 on your phone). Once you see your own face you are live. Introduce yourself first, then ask your question, make a motion (see #8), etc.
6. If you change your mind about wishing to speak, or you clicked "raise hand" accidentally, please lower your hand by clicking "lower hand"!
7. Voting. When asked to vote, we will ask for a show of electronically-raised hands. **Please listen carefully and don't vote until the moderator asks for your vote.**
8. Making a motion. If you know before the meeting that you will be making a motion, please submit it in advance to the office. This will aid with accuracy.
 - A. Electronically raise your hand. After you have been recognized by the moderator, your video and audio will be enabled.
 - B. Identify yourself and make your motion.
 - C. The moderator will ask for a second. If you wish to second someone’s motion, raise your hand. The name of the person who seconds the motion will be read aloud.
 - D. THEN the maker of the motion may speak to the motion.
 - E. If you wish to speak to the motion, raise your hand and the moderator will recognize you. Please be patient while your fellow commissioners are brought in and out of the Panelist and Attendee space.
9. Chat and Q&A. The “Chat” and "Q&A" buttons are located at the bottom of your screen. We learned at our last Presbytery meeting that these features are not an efficient means of communicating with each other. Please don't use them unless you absolutely must. On the day of the meeting, you will be given the text numbers of the staff or others who are available to provide technical assistance.

10. While you are not visible to other participants most of the time, you never know what technology might do! Assume the camera and microphone are on all the time and be on your best Zoom behavior!

11. Please be patient! There will be a lag while video and audio are turned on and off as participants are moved between Panelist and Attendees. We will also allow extra time during voting to assure that everyone has found their way to the proper button. The Presbytery leadership is aware that “attending” a meeting when you can’t see everyone is challenging. We will do our best to be transparent and informative and we appreciate your grace as we navigate this system.

updated 10/8/20