

Attendee Instructions for May 1, 2021 meeting of the Presbytery of Plains & Peaks

We will be using the Zoom MEETING platform for this meeting. **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.

- 1) Register with the Presbytery. In the email notification you received about reports there was a link to the Zoom meeting. You need to click on the link to register for the Zoom Webinar and that will be counted as registration for the meeting. Registration deadline is **April 23, 2021**.
- 2) If you are planning on attending the Presbytery meeting 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, join in by clicking the link that you received in your email. Registration will open 30 minutes before the meeting. 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 the meeting convenes.
- 4) Please be sure that you are muted unless recognized by the Moderator to speak.
- 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 unmute yourself (press *6 on your phone). 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, unmute yourself.
 - 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.
- 9) The “Chat” button is located at the bottom of your screen. We have learned that this feature is not an efficient means of communicating with the Moderator and/or Staff. Please don't use it 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) You never know what technology might do! Assume your camera and microphone are on all the time and be on your best Zoom behavior!

11) Please be patient! We will allow extra time during voting to assure that everyone has found their way to the proper button. We will do our best to be transparent and informative and we appreciate your grace as we navigate this system.