

FOR PRESENTERS: TIPS FOR EFFECTIVELY PARTICIPATING IN VIRTUAL NAC MEETINGS

SIGNING IN

Welcome to the virtual meeting space. Your neighbors are looking forward to connecting with you! We hope that this is a smooth and convenient experience for you, and acknowledge that it may require more than the usual degree of patience and understanding from all parties to make this a successful meeting. We recommend having these instructions handy before you start your first virtual meeting so you can refer to it as needed.

- **Please provide your presentation materials to the Neighborhood Office ten days before the scheduled meeting.** The materials will be packaged with the agenda and sent out to those requesting notification of NAC meetings. The materials will also be posted on the NAC's webpage, under Current Agenda at www.BeavertonOregon.gov/NAC.
 - **Keep visuals simple** – keep in mind that people will be looking at your material on a smaller screen so fonts, font size and simple graphics matter!
- **You will receive information from Neighborhood Program staff on how to join** the scheduled virtual NAC meeting seven days in advance of the meeting.
- **Sign on 10-15 minutes early** to allow for time to troubleshoot any technical difficulties.
- **If you experience technical difficulties**, contact city staff at 503-686-9342 or email neighbormail@BeavertonOregon.gov for assistance.

For Land Use presentations:

- **A copy of the attendee registration list will be provided to you post-meeting.** This list will act as your sign-in sheet requirement when you submit your Land Use application.
- **Provide your own notetaker for your portion of the meeting.** The NAC does take minutes, but they may not be available from the Recorder in time for you to submit your application. Notes of the meeting are a required item for your submittal.

DURING THE MEETING

- At the beginning of the meeting the Chair will ask for introductions.
 - Introduce yourself with your name, business, and identify yourself as a presenter.
- After introductions have been made, **kindly mute your microphone** until you are speaking again in order to minimize background noise from pets and/or household members throughout the meeting. It is also a good idea to alert your household members (if any) in advance of your meeting time to minimize disruptions.
- The Chair will pause conversations for several seconds at intervals throughout lengthy guest presentations and before proceeding to the next agenda item to allow board members and attendees an opportunity to pose questions/comments before moving on.

POST-MEETING

If you have feedback on how to improve the virtual meeting experience, please email neighbormail@BeavertonOregon.gov or contact the NAC Chair directly.