

FOR PRESENTERS: TIPS FOR PARTICIPATING IN VIRTUAL BOARD/COMMISSION MEETINGS

Welcome to the virtual meeting space. The city's Boards & Commissions 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 staff liaison before the scheduled meeting.** Ideally, the materials will be packaged with the agenda and sent out to those requesting notification of board meetings. The materials will also be posted on the board's webpage.
 - **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 staff on how to join** the scheduled virtual Board meeting 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 the staff liaison for assistance. Staff will be monitoring phones and email throughout the meeting.

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 (your time slot will be noted on the agenda) 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.

AFTER THE MEETING:

- Minutes of the meeting will be posted to the board's webpage when they are submitted by the Recorder.
- If you have feedback on how to improve the virtual meeting experience, please email the staff liaison or the board Chair after the meeting.