

GUIDELINES FOR VIRTUAL DEPARTMENT CONFERENCES

The following GUIDELINES for the conduct of virtual conferences will be in effect for the 2020 Department Conferences. Please govern yourselves accordingly:

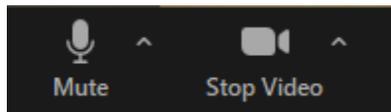
It is suggested that all participants mute their phones during Prayer and Pledge of Allegiance. Sound quality becomes very garbled and distorted when all are unmuted, and it is difficult to recite in unison.

All participants except the speaker should be muted, unless called upon to speak. If you wish to speak, use the accepted method of being recognized, such as “raising hand” on Zoom.

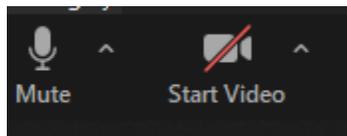
All participants will be placed on mute. Zoom provides an option to “Raise Your Hand” in order to be recognized. Once a participant is recognized, unmute your microphone. This will allow you to address all attendees. To raise your hand: Click on “Participants”. When the box opens up with the all the participants listed you will see a button that says [RAISE HAND] - click it and a hand will be raised. It will stay on until it is recognized by the Host – who will also unmute you. After you are done you will be muted again. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

To MUTE and START/STOP video feed:

If you are going on a short break but still want to listen you should turn off Video. You will have on a “Mute” and then a “Start Video” on your control line.



By clicking “Stop Video” you will get a red line through it – to turn back on just click again.



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Many attendees have been sipping on beverages during the calls. This is fine, but there should be no alcoholic beverages being drunk from labelled containers.

By the same token, we do not want to see you eating your meals or snacks on Zoom. Please eat before or after the meeting.

We are not wearing uniforms, but participants should dress appropriately – no T-shirts. Wear a button-down shirt or polo shirt.

Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

Limit distractions. You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone. If you need to turn off your video feed, please do so.

Avoid multi-tasking. You will retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.

All questions will be answered at the conclusion of a presentation. One of the moderators will collate all questions and give to presenter at the conclusion of his presentation.

When you log in you have the ability to change your name – please add your full name instead of first name or device name.

It is recommended to be using a computer, which is connected to a stable internet connection. If your internet connection cannot support the necessary bandwidth for video, you may be in audio-only mode on the conference.

Follow the agenda to respect everybody’s time.

If you have any questions, please call the Grand Encampment office or your Department Commander.

