Continental Societies, Inc.
Southeastern Regional Meeting
Virtual Meeting – Etiquette Notes

Virtual meetings are an invaluable tool for connecting with members of the Southeastern Region during this unprecedented time. The Regional leadership team has done extensive work in planning our first (and hopefully only) a virtual Regional Meeting with the goal of handling all business that would normally come before the group. In our time together, we will give/receive reports, consider our proposed budget for the 2020-2021 service year, exchange ideas, resources and information, as well as celebrate the accomplishments of our hard-working chapters. The implementation of the webcast/virtual aspect will help us to assemble. Offering both audio and video options for your participation preferences will create inclusion for ALL regional members. We hope you will be excited about our efforts to make things easy and effective, and we are hoping for 100% participation by our members.

We ask that you make the effort to join by utilizing the webcast, so that you will be able to see the full presentation, officer reports, etc. Following are a few tips (and even a few rules), to ensure a good meeting for all parties – the presenters and the participants. For the WEB CONFERENCE (If you will be joining via your computer), please consider the following:

- Optimize your setup for the conference. Be sure your area is clean/presentable and turn your webcam on before the meeting to see your workspace as it will appear to others.
- Once the session begins, keep your eyes on your webcam – not on yourself. It may not feel natural at first but looking at your face on your computer screen while you are speaking limits eye contact and reduces feelings of engagement among other participants.
- Close all other apps and browser windows to eliminate notifications.
- Avoid rustling papers, eating noisy foods or making other distracting noises in the background.
- Be careful not to interrupt others when they are speaking. This can admittedly be difficult if lags in audio responsiveness or video streaming make it unclear when other participants start and stop speaking. We do not anticipate these problems, but we want to be aware, just in case.

Other tips, <u>particularly for members who will participate via telephone only</u>, please:

- Take the call in a quiet place
- Use hard-wired phone if possible (cell phones and/or speaker phones tend to pick up ambient noise)
- Turn off call-waiting and mute your phone when not speaking
- State your name before you begin speaking
- Respect the time limits set for conversation (3 minutes)
- Do not put the phone on "hold" to perform another task