

Tips for a Zoom Meeting: ASC Meeting, 10-12 November 2023

In preparation for our zoom meeting of ASC, please ensure you have the following:

- Cards for use in decision making – orange and blue cards
- Downloaded the zoom app if using the app on an ipad or mac laptop. You can also join the meeting through the zoom website, or by clicking on the link that has been sent to you in the diary invitation. (see *To join the zoom meeting*)

To join the zoom meeting:

- Join the meeting using the zoom app – click on ‘Join a meeting’, enter the meeting ID. You will then be asked to enter the password. Click ‘join meeting using video’ and then ‘join using computer audio’.
- Join the meeting through the zoom website (<https://zoom.us>) – click on ‘Join a meeting’ on the top right hand side of the screen and then enter the ID number and click ‘join the meeting’. Click ‘join meeting using video’ and then ‘join using computer audio’.
- Join the meeting by using the link provided in the diary invitation or in the Meeting Overview by clicking on the link.

When you join the meeting, you will be placed in a Waiting Room until you are let in by the host.

During the meeting:

At the beginning of the ASC meeting following worship, the General Secretary will provide some instructions about how the meeting will proceed. Listen for these instructions.

The ASC meeting will be recorded so we don’t miss anything for our minutes and the actions that come out of the meeting.

Here are a few tips/instructions to be aware of:

- **Make sure we can see you** – adjust your camera if it is too low or high. Your camera should be at eye level so we can see you and your reactions. Also consider your environment – don’t sit in front of a light source so you become a silhouette, and think about what you’re sitting in front of which will be visible to everyone. Make sure you look into the camera/screen when you are speaking, not in a different direction.
- **Do not use virtual backgrounds** – as we have all become more adept at using various video conferencing platforms, virtual backgrounds have also become more common. However, it is not easy to see the cards if you do, so please don’t.
- **Mute and unmute** – to keep external noise to a minimum it is good to have the sound on mute unless you are speaking. You can mute the sound in two ways – you can click on the microphone icon; or you can press and hold the spacebar on your computer/laptop to mute and unmute your microphone. At the beginning of each session, you will be placed on mute by the host.
- **Look for cues** – for example if you are speaking and have forgotten to take your microphone off mute, the President will put her hand up to her ear indicating she can’t hear you so you can turn your microphone off mute, or she will say ‘you’re on mute’.

- **Using the 'Chat' function** – the Chat function will be used during the meeting to give you any logistical or process information. You may also use it during the breaks for other conversations.
- **Gallery view** - Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn that on, click the tab that says "Gallery view". If not all of the ASC members are visible on your screen, you can swipe to the left to move through multiple pages and see the other participants displayed.
- *****Asking a question** – We will ask questions by raising a hand in the zoom platform. This function is available under the 'participants' section.
- **Using orange and blue cards** – orange and blue cards are used in the same way as a face to face meeting – to indicate warmth or coolness towards a proposal, or what someone is saying, or to participate in formal procedures according to the instructions given to you by the President. Please make sure the card you are holding is visible for the President to see, held up in line with your face. The cards you have been sent have also have the letters of the colour they are on them ('O' for orange, 'B' for blue). This assists all to be clear about what card you are holding up.
- **Called to make a comment** – if the President asks you to make a comment or go ahead with your question, she will call you by name and you will respond in the usual manner, "President,..."
- **Sharing a screen** – if we are considering a proposal, it will be shared with you on the screen. You won't be able to see all participants in the gallery view when this happens.
- **Table groups** – As in face to face ASC meetings, we will be using table groups a few times throughout the ASC meeting. You will be placed into break out rooms when this happens and given any instructions prior to this.

Meeting etiquette:

There are some general rules of courtesy for virtual (and in person) business meetings.

- If you can, hold off on eating full meals during the meeting. We may be meeting over a meal time, however it isn't the best for everyone to watch you eating. A coffee and a snack definitely ok.
- Even though it's tempting, try not to multitask too much. We should be focussing on what is being discussed and considered.
- It's important that you are prepared for the meeting as it is focussing on a particular issue. Please be on time (approximately 5 minutes prior to the commencement of each session) and having done the reading.
- Refrain from private behaviour – i.e. scratching your armpits/similar or falling asleep. We can see you!