**Welcome to the meeting of**

**XXXXXX**

**Scheduled for xxxxx EDT**

**Facilitator: Name**

**Assistant: Name and email**

**To be respectful of the participants and the time allotted we ask that you join the meeting as follows:**

1. Share video as you are able ***as people are signing*** on to help others put faces to names and allow us to greet each other. Video should be turned off at the start of the meeting except for the facilitator and assistant
2. Be sure your full name shows on the participant list, if not, select “More” next to your name and rename yourself or ask the assistant or Chair to rename you. All phone in members should asked to be renamed as only their number shows.
3. Please mute all audio at the start of the meeting. Be prepared to unmute when called upon.
4. If you have any connection issues, email XXXXX.
5. XXXX will be monitoring the raising of hands to speak and will try to provide everyone the opportunity to voice their opinions. XXXX will also be monitoring the Chat if you wish to communicate using that function.

Directions for Raising your Hand to speak

If connecting via a Smart Phone, Tablet, or Computer, please use the Zoom App to be able to access all functions, including raising your hand. If you cannot use the app, use the Chat feature.

To raise your hand in Zoom **from computer** 1. Select Participants, 2. go to the bottom of the box. 3. Choose “Raise Hand”

To raise your hand in Zoom **from phone** \*9

To raise your hand in Zoom **from a tablet**, 1. Select “Participants” 2. Choose “More” at the bottom of the Participants screen 3. Choose “Raise Hand”

To use the Chat feature

Open the participant list from the Zoom menu. Chat can be found at the bottom of the participants list.

Select who you wish to chat with, an individual on the call or everyone.

Type your comment and hit enter.