PRESBYTERY OF BALTIMORE

GUIDELINES FOR 888th GATHERING

BY ZOOM

The 888th Gathering of the Presbytery of Baltimore will be held via the Zoom electronic meeting platform. Our 887th Gathering, via Zoom, was a success, but we're making an important change for September: We'll be using the familiar "meeting format," so that commissioners will be able to see one another throughout the meeting. A link for the registration is found on the Presbytery website.

1. Once you have registered for the meeting, you will receive an email with a link to join. ***Save this message*** – you will need that link to access at event time. You will not be able to share the Zoom link with anyone else as it is individualized based on registration. This helps hosts monitor who is accessing the link.

2. Attendees are required to join the meeting on individual **devices** (one person, one device).
   a. Attendees are encouraged to join the meeting on a **desktop or laptop computer** with the following:
      i. High speed internet access.
      ii. Sound output device: speakers, headset, or earbuds.
      iii. A microphone device.
      iv. Unlike the last Gathering, Video for participants will be available. A webcam or built in camera is advised.
   b. If joining by computer is not possible, a **tablet or smart phone** may be used, using the free "Zoom" app, available from the device's app store.
   c. Attendees may dial into the meeting using a **phone** if the above hardware is unavailable. (The dial-in number and code can also be found in the registration email) **Please note: you will not be able to vote if you dial in using the phone.**

3. All registered participants will have enabled Mics and Cameras. However, your microphone will be muted unless granted permission by the Moderator for the purpose of requesting "voice on the floor." When recognized you will receive a message alerting you that your microphone is available. You must then manually unmute your mic.

4. Upon entering the meeting, please "Rename" your image, using the following format:
   a. Minister Members: Jones, Mary, TE, Calvin Presbyterian Ch.
   b. Ruling Elder Commissioners: Smith, John, RE, Zwingli Presbyterian Ch.
   c. Corresponding Members: Brown, Fred, TE, Name of Presbytery
   d. Visitors and all others: Gladstone, Susie, Visitor, Name of Church or Presbytery

5. During the meeting, you will need the following:
    a. INFORMATION – what you can see during the webinar.
        i. **Participants** – button at screen bottom will toggle a list of persons attending the Gathering. That list appears on the side of the videos, and can be opened and closed. It shows who is talking, who is muted, and who has their hands raised.
        ii. **Chat** – another button at screen bottom also toggles an interface with a scrolling chat feature. Please note: We will have it set than attendees can ONLY chat with the host (this will protect from Zoom bombing)
    b. INTERACTIONS–
        i. **Raise Hand** – The "Raise Hand" feature will be used for granting voice on the floor of Presbytery. To "raise hand," a little blue icon is located at the bottom of your viewing window as well as on the Attendees list, click this icon and a little blue hand will appear next to your name on the participant list. If at some point you wish to have voice on the floor, press the "raise hand" icon. This blue hand indicates you have something to say. The Moderator will recognize such individuals, send you a message to enable the mic, and then you will be un-muted temporarily to speak. (On phones, entering "*9" activates the "raise hand" feature.)
        ii. **Voting:** All Voting will be done using an interactive tool bar that will appear in your participant menu bar. When instructed by the Moderator, press the participant icon; to the right of your screen you will find a bar that includes a green button for a "Yes" vote and red button for "No". Vote by selecting the option that corresponds with your vote. Please vote **only** if you are a voting member of the Presbytery—either a Minister Member of Presbytery, or a Ruling Elder Commissioner from your congregation. We'll have to rely on the honor system here.

FURTHER SUGGESTIONS FOR A SATISFACTORY EXPERIENCE

1. Be early—get a good "view."
   a. Be early, it takes a couple a minutes to get connected – room will open at 9:00 a.m., there will be an orientation at 9:30
   b. Just a reminder: you will not have a microphone function when you enter; this will only be granted later in the meeting if you need to make a statement from the floor.
   c. View- you may wish to utilize the speaker view rather than gallery; some of this will be controlled by the co-hosts.
2. Tips & etiquette
   a. Your set up
      i. Good wifi signal
      ii. Check how your name is displayed. Be sure to "rename" according to the instructions above.
   b. All participants attending via computer or table with a camera device will be able to be seen.

3. Troubleshooting: Unstable internet – it will recover and reconnect if you get disconnected.
4. Meetings
   a. Headphone can help reduce background noise.
   b. Get water/coffee/drink ahead of time. And go to the bathroom ahead of time
   c. Once the meeting gets going, co-hosts will control mute.
   d. If you are joining by phone, you'll need to start with "This is <name> so that people know who is speaking