

**PRESBYTERY OF BALTIMORE**  
**GUIDELINES FOR 887<sup>th</sup> GATHERING**  
***BY ZOOM***

The 887<sup>th</sup> Gathering of the Presbytery of Baltimore will be held via the Webinar format of the Zoom electronic meeting platform. For those familiar with the basic Zoom meeting format, this will differ in some significant ways, especially in that only “Panelists,” designated leadership and technical crew, will have access to microphone and camera throughout most of the meeting. Most others will register as “Participants.”

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. Participants are required to join the meeting on individual **devices** (one person, one device).
  - a. Participants 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.
  - 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. Participants 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)
3. Again, only Panelists have enabled Mics and Cameras. All others, Attendees, will not join with mic or camera unless granted permission by the Moderator for the purpose of requesting “voice on the floor.”
4. Upon entering the meeting, the following features and options are available:
  - a. **Chat** – another button at screen bottom also toggles an interface with a scrolling chat feature. Attendees can only chat with “Panelists” (not with other Attendees). You may chat with “All Panelists” or select an individual from the meeting to send a private message. However, we encourage **all questions** to be communicated through the Q & A icon located at the bottom of the screen.
  - b. **Raise Hand** – The raise hand feature will be used for seeking recognition for speaking or to object to a motion being passed through unanimous consent. To “raise hand,” a little blue icon is located at the bottom of your viewing window as well as on the participants’ list, click this icon and a little blue hand will appear next to your name.

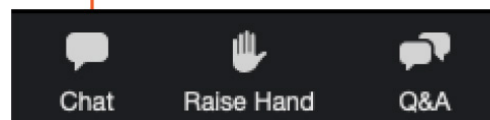
- i. **Voice on the Floor:** If at some point you wish to have a voice on the floor, press the “raise hand” icon. This blue hand indicates you have something to say. The Moderator will recognize such individuals, send you a message to enable the mic, and then you will be un-muted temporarily to speak. (On phones, entering “\*9” activates the “raise hand” feature.)
  - ii. **Voting:** All Voting for this meeting will be by unanimous consent UNLESS there is objection. Such objections can be made through the raise hand function. If no one objects the motion passes. If there IS an objection to the motion a full vote will be taken through the polling function. The poll will appear on your screen and you will be asked to indicate yes or no. If you are calling in on a phone you may vote "yes" by pressing \*9. ("no" votes cannot be made by phone). Since the poll automatically counts the vote the poll will be the final vote on a motion.
- c. **Q and A – All questions should be entered into Q&A.** (There is no such thing as a “dumb question” we are all new to this!) Please also use Q & A if you have a motion to make other than a procedural motion, it should be entered in writing into the participant Q and A feature (find where on screen) after which you should seek recognition. When called upon, you should note that the motion is in the Q and A, and then MOVE it.

## ZOOM WEBINAR DASHBOARD



**AUDIO SETTINGS**  
(unmute when recognized)

**Chat** - toggles sidebar on right



**Q&A**  
- Ask a question

**Raise Hand** - To be recognized, or  
- Respond to a question from moderator  
(blue when active)

## TELEPHONE USERS:

The following commands can be used while attending on the phone:

- \*9 –Raise/unraise hand
- \*6 - Mute or unmute yourself.

## 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. You can “rename” it if it is not correct.
  - b. Most participants will not be seen; panelists and co-hosts will 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
  - e. Chat feature will be disabled for attendees chatting with attendees; use Q and A to communicate with the co-hosts; if necessary you may send a chat to the panelists only.