

# DIGITAL MEETING GUIDE: DOS & DON'TS

## MEETING PREP. & SET UP

- ENVIRONMENT
  - DO check staging area: lighting, sound, digital background interface
  - DO turn off notifications for your social apps so *dings* aren't heard in the background
  - DO sit in a private place to avoid interruptions by family members, pets, etc.
  - DON'T mute your phone to point where staff cannot reach you, if needed
- ATTIRE
  - DO wear clothing similar to regular meetings
  - BEWARE of patterns/materials reacting to virtual background setting on Zoom
  - DON'T wear green clothing or clothing that matches the color of your background
  - BEWARE of heavy jewelry or material that can be noisy
- CONNECTIVITY
  - DO test the connectivity of your device & settings prior to meeting
  - DO contact Todd Jackson if you are experiencing technical issues - **614-562-9532**
  - If you have technical issues during the meeting
    - DO give a *time-out* sign, waiting for acknowledgment from the Chair
    - Chair will acknowledge and call for a 5 minute *technical recess*
    - During recess, call Todd Jackson for assistance -**614-562-9532**
    - Once problem has been abated, give *thumbs-up* signal
    - Chair will re-open meeting once connectivity is assured
  - DO sign into the meeting **15 min. early** for any last minute adjustments (**6:45 PM**)
  - DO join the meeting utilizing invitation email w/ link from Mary Johnston
- SETTINGS
  - AUDIO
    - DO mute audio; DO unmute while speaking; reset to mute when not speaking
    - Prior to speaking, DO *wave* your hand into your camera, assuring visibility, and wait to be acknowledged by the Chair *prior* to unmuting
      - Chair - Please *nod* to indicate speaker may proceed
    - DO turn off all other programs on the computer
    - DO make sure other people in your house are not using internet (bandwidth)
  - CHAT FUNCTION DISABLED
    - Intentionally disabled for compliance w/ Open Meetings Law
  - CAMERA
    - Council - DO make sure your camera is on
    - **Per Open Meeting Law requirements, Council must be observable at all times for meeting to run; the public must be able to observe all members**
    - Staff- DON'T turn on your camera or sound unless presenting
  - VISUAL BACKGROUND
    - DO utilize designated *Westerville wallpaper* provided by Christa/Mary
    - DO be prepared to adjust your location to utilize background
  - SCREEN VIEW
    - DO select *Gallery View*
    - **Per Open Meeting Law requirements, Council must be able to observe each other during the meeting**

## MEETING

- **INTRODUCTIONS**
  - *DO* introduce yourself when entering the meeting
  - *DO* review basic meeting etiquette
- **PACE**
  - *DO* allow for a lag of 20 seconds in time between when you speak in the meeting and when the public observes your communications
  - *DO* pause after speaking, providing space for responses/interactions from other panelists
  - If sharing screen/image - *DO* allow at least 10 seconds for computer refresh
- **BODY LANGUAGE**
  - *DO* maintain eye contact with the camera
  - *DO* keep body movements minimal
  - *DO* remain seated
  - *DO* keep the Zoom screen on the same screen as your camera, to avoid looking distracted
- **COMMUNICATION**
  - *DO* be courteous, speaking clearly and taking turns
    - Please *wave* your hand to indicate you would like to speak
    - Wait to be acknowledged by Chair prior to unmuting and speaking
    - Chair - Please *nod* to indicate speaker may proceed
    - Give a *time-out* symbol if experiencing technical difficulties
  - *DON'T* interrupt each other
  - *DON'T* carry on side conversations
  - **Questions**
    - *DO* ask direct questions to specific people to avoid dead-air or confusion
    - *DON'T* ask vague questions
- **DISTRACTIONS**
  - *DO* limit distractions
  - *BEWARE* of multitasking: typing, checking your phone etc.
- *DO* print off Agenda prior to meeting or utilize BoardPaq on separate device than device you are utilizing to participate in the meeting