



GUIDELINES FOR PARTICIPANTS CT Online Board Meeting

Use of Zoom App

To ensure best access to all the features utilized during the meeting, please log into the Zoom app with a computer, laptop, tablet, or phone. Click [here](#) to select the option for downloading the Zoom app on your device.

When you are logging in, please avoid using someone else's account or an alias that we are not able to recognize. Once you are removed, you cannot be re-admitted. If you know that you will be using someone else's Zoom account or an alias, please let the office know ahead of time.

Changing your Screen Name

You will have been asked in advance to rename your Zoom account to display your name along with which member church/related organization you are representing. Please also type the letter "V" in front of your name if you are a voting member. Please refer to the separate document entitled "CT Voting Members" to see if you are a voting member.

To do this on a PC/Mac:

1. Click on the item labelled "Participants" at the bottom of your screen
2. Hover over your name and click on "More"
3. Click on rename and enter your new screen name

To do this on a Phone/Tablet

1. Click on the item labelled "Participants" at the bottom of your screen
2. Click on the arrow beside your name
3. Click on rename and enter your new screen name

Muting/unmuting

Please keep your microphone muted unless you are invited to speak by one of the hosts or facilitators. The hosts of the meeting may mute your microphone if there are any problems with your sound that affect the smooth running of the meeting.

Chat

The chat function will be disabled between participants, but you can send a message to the hosts of the meeting or to Tech Support.

Hosts & Facilitators

The primary hosts for this meeting will have the user names "CT Office" and "CT Tech Support". Please send any technical support requests to CT Help. The facilitators for this meeting will be Bishop Christian Alsted, Chair, and Rev. Kennetha Bigham-Tsai, Chief Connectional Ministries Officer.

Raising Hands

There will be the opportunity for discussion on some agenda items, but not all. The chair will make this clear. Should you wish to ask a question or comment on an agenda item, please use the “raise hand” function.

To do this on a PC/Mac:

1. Click on the item labelled “Participants” or “Reactions” at the bottom of your screen
2. Click on the three dots at the bottom of the screen
3. Click on “Raise Hand”

Please remember to lower your hand by following the instructions above but rather selecting “lower hand”.

To do this on a Phone/Tablet:

1. Click on the item labelled “Participants” or “Reactions” at the bottom of your screen
2. Click on the arrow beside your name
3. Click on “raise hand”

Please remember to lower your hand by following the instructions above but rather selecting “lower hand”

Participants joining by phone without using the app can raise their hand by dialing *9.

Please wait for a facilitator to invite you to speak and remember to unmute your microphone before doing so.

Please bear in mind that it might be difficult for the facilitator to see your raised hand. If you feel your raised hand has not been seen, you may send a chat message to the user name CT Office.

Voting

Voting will take place using zoom polls. When the time comes to vote, a window will appear on your screen with the ability to press yes, no, or abstain. To vote, simply click the answer that corresponds with your vote.

If you are joining the meeting by phone, you will not be able to participate in the poll. Once polling has finished, the chair will ask for verbal votes from those joining by phone.

Please only vote if you are entitled to.