

PSC Meeting Instructions and Ground Rules

JOINING THE MEETING (if possible, please join 5-10 minutes early to familiarize yourself with Webex):

Preferred Method: Prior to the meeting, download the desktop Webex Meetings app at this link: <https://www.webex.com/downloads.html> This will give you the most meeting functionality.

If your organization does not allow you to download the desktop app, two other ways to access the meeting:

- Use the link at the time of the meeting and select “Join from browser” This will allow you to see the presentations but **you cannot use the “raise hand” feature**. Attendees who use Internet Explore cannot view other participants’ videos. Chrome or Safari is recommended for those using the web app.
- Call in: you will have to follow the presentations on your own through materials posted: https://www.chesapeakebay.net/what/event/principals_staff_committee_meeting_may_2020
 - Please put your phone on mute during the entire call, unless you are a PSC member and are speaking. Please do not put your phone on “hold” at any time.

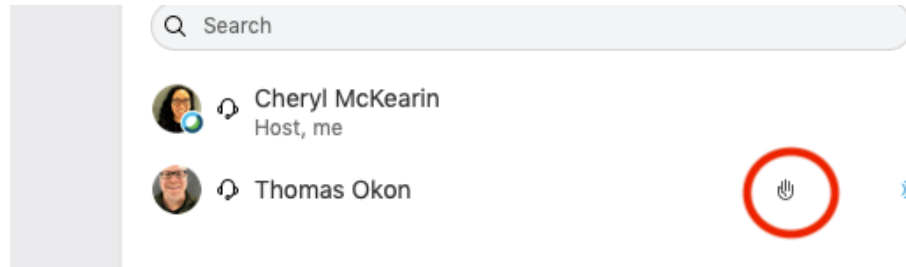
BEST PRACTICES FOR WEBINAR



- If you have access to the web platform either through the preferred method above or using the web browser connection, you will want to open the chat.
- To open the chat, click on the icon that looks like a cartoon word bubble. We recommend you open it now and keep it open throughout, along with the participant list.
- Make sure you are muted (there should be a line through the microphone icon) and your video is off (there should be a line through your camera icon). This will help conserve bandwidth.

DURING THE MEETING

- MEMBERS/DESIGNEES ONLY –
 - If you want to talk, please use the “**raise hand**” function. ONLY MEMBERS/DESIGNEES will be called on during the conversation unless the member/designee requests someone else.
 - When you talk, unmute and, if preferred, open video.
 - How to raise hand:
 - 1) Find your name on the **participant list** and hover over your name. A Raise Hand icon will appear.



2) Click on the Raise Hand Button.

3) **Click on Lower Hand button to withdraw the request.**

- PRESENTERS
 - You will be given the ability to share your screen unless you would prefer the host advances the slides
 - Not all will be able to see the webinar, so please refer to slide number so that everyone can follow
 - If comfortable with this, turn on your video during your presentation.
- GUESTS
 - Feel free to use the chat function to leave your comments, questions, and issues. As time allows, the PSC can address key questions, but either way, the chat will be preserved in notes.