

Preparing for the Meeting

What you need to participate:

- Access to Wi-Fi or broadband internet
- Smart phone, tablet, or computer with camera and microphone for videoconference.
- Phone for call-in audio, if needed

Tips and Suggestions:

Per the governor's executive order, the meeting may be recorded by public participants. The following tips can help you minimize disruptions for you and your colleagues.

- **Dress and act in the same manner** as a regular meeting, even though you may be participating from home.
- **Pick a private, quiet, comfortable location**, away from the hustle and bustle of your home. Spouses, pets and children can cause disruption with sudden noise and/or entering the video frame.
- **Let your household know that you should not be interrupted** and give them a way of contacting you if absolutely need be, such as a text or handing you a note.
- **If connecting by wi-fi**, ask those with access to your network to limit their use to minimize disruptions.
- **Assess your surroundings** before signing on and make any changes you see fit:
 - Anything in your camera's view can be seen by all participants, such as the gag gift on the shelf behind you or the slightly risqué greeting card on your bulletin board from your uncle. Assess whether you would want that image to be on social media or the internet and adjust accordingly.
 - Avoid light sources or windows in the background. Back lighting will make you hard to see.
- **Double check that you have access to material you will need for the meeting.** We suggest saving your packet to the desktop of your computer and launching it from there instead of directly from an e-mail or other internet-based source.
- **Silence the notifications on your computer, tablet or smart phone.**
- **Close any unnecessary apps or programs on your device during the videoconference to limit interference**, including remote access to other computers or servers. Remote connections often disable microphone or camera access.
- **Budget at least 15 minutes before the start of the meeting to download Zoom or update the software.**