

APALACHICOLA BAY SYSTEM INITIATIVE COMMUNITY ADVISORY BOARD VIRTUAL MEETING VIA WEBINAR-TELECONFERENCE PARTICIPATION PROCESS

GENERAL

- Please be aware that background noise from meeting participants is picked-up and amplified on the webinar system, especially when using a speaker-phone or your computer without a headset.
- CAB members, and any other meeting participants should offer their names each time they speak to ensure all participants know who is speaking.
- Members should offer their names when making and seconding motions.
- CAB members should announce if they have to sign-off before the virtual meeting is complete.
- Acceptability rating exercise results will be tallied by recording members' votes by name in turn.

ATTENDANCE

- Facilitator will conduct roll call of Community Advisory Board (CAB) members and Project Team.
- Once attendance is complete, the agenda will be reviewed and approved by the CAB.

PARTICIPANT ETIQUETTE

- Please keep your phones on mute if calling in, and mute the microphone icon in the Virtual Meeting Control Panel if you are connected by webinar. The default mode for your microphone is mute and is reflected by a red microphone icon next to your name, to unmute click the red microphone icon and it will turn green when you are unmuted.
- It works best if everyone mutes themselves except when speaking.
- Please don't put your phones on hold.
- Please wait until invited by the facilitator to speak to avoid confusion.
- Names will be stacked by the facilitator to ensure order.
- Participants will have ample time to speak on substantive agenda items.

DISCUSSION PROCESS

- Facilitator will introduce discussion item or presenter.
- Presenter will provide overview of issue and recommendation(s) for CAB action.
- Hold questions until presentation is complete.
- Once presentation is complete, Facilitator will ask if CAB members have clarifying questions on the issue, create a speaker's list, and call on members in-turn for clarification.
- Facilitator will ask if any CAB member wishes to discuss the issue or propose alternative options, create a speaker's list, and call on members in-turn for discussion.
- Once clarification and discussion is complete, Facilitator will conduct a rating exercise or test for consensus on the issue as appropriate.

PUBLIC COMMENT

- Facilitator will ask if anyone from the public wishes to comment during the Public Comment agenda item, create a speaker's list, and call on members of the public in-turn for comments.
- Comments will be limited to three minutes per person.
- Members of the public having questions or wanting to provide additional feedback are encouraged to send their questions and comments to: fsucml-absi@fsu.edu.

TEST THE ACCURACY OF YOUR PERCEPTIONS

- Be aware of your perceptions in a virtual meeting, test them by clarifying intent with the speaker, and recognize that technology can alter our ability to accurately interpret subtle verbal and non-verbal cues as to intent and meaning.
- Being on a video call requires more focus than a face-to-face meeting.
- Video conversations require us to work harder to process nonverbal cues like facial expressions, the tone and pitch of the voice, and body language; paying more attention to these consumes a lot of energy and can be stressful.
- Research conducted by academics in 2014 shows that delays on phone or webinars shaped our views of people negatively—even delays of 1.2 seconds made people perceive the responder as less friendly or focused.
- There is dissonance between our minds and bodies causing people to have conflicting feelings resulting from processing communication through technology.

GUIDELINES FOR VIRTUAL MEETING PARTICIPATION

COME PREPARED. Review the agenda, presentations and background documents ahead of time. Schedule at least 15 minutes to prepare for the meeting/webinar – if you don't need it you can have the time back. Do the pre-work. Make notes and be ready with questions.

TEST THE TECHNOLOGY AHEAD OF TIME. Log in the day before to ensure full access to whatever online technology is being used. Check your headset and/or telephone system.

PARTICIPATION—VIDEO AND AUDIO: If you participate using your computer for audio (using a headset to listen and/or speak) do not use the teleconference call in number (it creates interference). You can listen and/or speak using your headset through the VOIP function of your computer. If you use your computer only for the video/visual function (to view presentations) you will need to call in on the teleconference line to listen and/or speak. Participants who wish to view the presentations will need to use their computers to log-in using the meeting URL provided on the meeting agenda whether they participate with VOIP or the teleconference participation option for audio and video functions.

TURN UP EARLY. Put the web address and teleconference details in your calendar and bookmark the web URL. Set the reminder 15 minutes ahead of the call.

REMOVE DISTRACTIONS. Schedule a quiet place to participate from. Clear your desk and computer desktop. Turn off email & instant messaging. Put your cell phone aside. Put a note on your office door. Create an environment that allows you to fully participate without distractions.

TAKE RESPONSIBILITY FOR YOUR OWN PARTICIPATION. Don't plan to do any "catch up" activities during the call. If you catch yourself multi-tasking, close your eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space. Keep your phone on "Mute" unless speaking. Never place your phone on "Hold". Be aware that when your phone is on speaker mode it transmits background noise and can interfere with the meeting.

BE AWARE OF AIR TIME. Fully participate while allowing others to do the same. Speak your name before making a comment.

FOLLOW CAB'S MEETING PARTICIPATION GUIDELINES. Do not speak without acknowledgement from the facilitator. Speaking out of turn is very disruptive to a virtual meeting.

SUPPORT THE FACILITATOR. Acknowledge questions and pay attention. Use the raise hand function to speak and wait for the facilitator to invite questions and/or comments. The facilitator will create a speakers list at all appropriate times during the meeting. Keep your phone on "Mute" (not "Hold") whenever possible.