# Blackhawk Presbytery
# What to Expect at a Zoom Assembly Meeting

- Each participant will need to pre-register in order to receive the link, by email, for the meeting. Do not wait until the last minute to register - emails may not arrive instantly. Do not share your link. This is how the roll will be recorded.
- The meeting will be recorded (only for use by Presbytery staff).
- Voting commissioners must join the meeting on individual devices (one person, one device). We will count votes per device.
- Participants are highly encouraged to join the meeting on a desktop or laptop computer. If this is not possible, a tablet or smart phone may be used, downloading the free "zoom" app.
- Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using any phone (cell or landline). Features for dial-in phones: *9 to raise your hand. *6 to mute or unmute yourself. Dial-in Phones don't have access to chat or participant list.
- Most voting will be done by polling and voting will be explained at the beginning of the meeting. If your only option is to join by phone (least desirable), you will be called on to register your vote.
- The reports are available on our website - For your convenience, a single pdf with all reports will be available by the Monday prior to the meeting, if not sooner.
- If you wish to speak, use the "Raise Hand" feature in zoom to be recognized by the Moderator or host. Begin your statement or question by announcing your name and congregation.
- Other, non-voting attendees are asked to remain silent (unless invited to speak) and to not participate in voting.
- Upon entry to the meeting, you will be muted and will be in a waiting room to be admitted as quickly as possible. The host will be available 15 minutes before the meeting to begin the entry process.

## HELPFUL TIPS

[Tips For the Casual Zoom User](#)

[Presbytery of Blackhawk Zoom Meeting Help](#):
[I've Been Invited to Join a Zoom Meeting….Now What?](#)

[View a short Tutorial - Joining a Zoom call for the first time](#)