Hybrid Meeting Requirements and Recommendations

Adapted for the Presbytery of Mackinac from guidelines shared by Rev. Brian Wallace, Associate Minister to Pittsburgh Presbytery

REGISTRATION for September 21, 2024 Hybrid Meeting:

- Registration is online only and is found on the website www.presbymac.org under Meetings.
- **Registration deadline** is Thursday **August 22, 2024** (to support our staff and volunteers to best prepare for the meeting).
- ***Please commit to one format: online or in-person*****,** to help our staff and host congregation prepare for the meeting. We will not be able to accommodate changes from online attendee to in-person attendee, and vice versa.
- Due to bandwidth concerns: **in-person attendees will not have access to onsite Wi-Fi** on the day of the meeting. Therefore, prior to the meeting, we are asking all in-person attendees to please download any documents you may wish to reference during the meeting or print them in advance. Paper copies of documents and reports will not be provided.
- We must hold to these deadlines and procedures in best efforts for a productive and enjoyable meeting. Volunteers and staff are working behind the scenes --- and your support in this effort is much appreciated! **We are delighted to have this opportunity to gather.**
- Questions or concerns? Please contact the Holy Cow! Team at caronchris@charter.net.

**Reminder to in-person attendees -- a limited number of discounted hotel rooms are set aside. The deadline to reserve is Monday August 19, 2024. *Accommodation Information is in Presbytery Newsletters, Issue #31 and Issue #32*, archived under "Presbytery Resources" at www.presbymac.org .

9-21-24 PRESBYTERY Hybrid MEETING DAY for Online Participants:

1. Log in to the meeting between 9:30 – 9:45 a.m. (Eastern). Once you are in the meeting you will see a screen saying "Welcome to Meeting" or a view of the sanctuary as in-person participants gathering. Please wait patiently until the meeting begins at 10:00 a.m. (Eastern).

a. Use this time to mute your audio and activate your video – both will be necessary for the ENTIRE MEETING.

b. Label yourself/screen name with first & last name and abbreviate your church next to it. Example: Joe Smith, Escanaba Elder Comm.

2. Important Meeting Requirements:

a. We will assign a "ZZ" to the beginning of screen names of non-voting individuals: e.g., guests and non-commissioner elders. DO NOT REMOVE THE "ZZ" – if you have a question about this, send a message to the Online Host via chat.

b. VOTING ATTENDEES: You must have video & audio to be able to vote. Some people have used a computer or device to be viewed, and then call in on their phone for audio (keep muted). If you need Technology Support to get set up prior to the meeting day, or technology concerns on the meeting day, please contact CLP Keith Schroeder at keith@keithschroeder.net .

i. If you are using multiple devices, label one of them with "audio," so that we/you can place a "Z" in front of it. Example: Z-Joe Smith-audio. We will give the video device prominence to see you.

ii. If multiple voters are at the same location, *they must each have their own device (screen) to have their vote counted*. Multiple voters must not share screens when voting.

iii. **To vote**: click on the green "check" (☑) button for "yes" or the red "x" (☒) button for "no". This will show that symbol next to your name. The Online Host and co-hosts will see a tally on their screen of the totals for each. *Do not use the "raised hand" button to vote as it will not be tallied.*

iv. If sharing space with other participants, in the same room with multiple devices, use the volume of only one device and mute the rest. This will prevent reverb.

c. **To speak**, click on the "Raise hand" button which will jump you to the top of the participants' list in the order in which hands are raised. Wait for the moderator to call on you to speak. Say your name, church, and position/title (e.g., Joe Smith, Escanaba, Elder Commissioner) before you speak.

i. During hybrid meetings, there is a slight delay in actual reception by those participating online. Those online are not able to react as quickly as those in-person. The Moderator will pause to allow sufficient time to permit those online to react.

3. The Lord's Supper will be shared during worship. Please have communion elements prepared for yourself to join in this celebration.
4. Please be patient as we work together in this new meeting format. ☺