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 In-Person Participants:

1. **Arrive during designated registration period -- Registration begins at 9:00 a.m. (Eastern). The meeting begins at 10:00 a.m. (Eastern).**

2. **The Meeting Documents will be posted on the Presbytery website (www.presbymac.org) a week in advance.**

3. ***Those attending in person will need to download meeting documents and refrain from using the meeting site Wi-Fi for any purpose*.** 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.

4. During the meeting: to speak, raise your hand. Wait for the moderator to call on you to speak. **Move to the microphone** and say your name, church, and position/title (e.g., Joe Smith, Escanaba, Elder Commissioner) before you speak. This allows those participating online to hear in-person participants. There will be a camera focused on both the Moderator and the Speaker microphones so that everyone on-line can see who is speaking.

5. Please be patient as we work together in this new meeting format. During hybrid meetings, there is a slight delay in actual reception by those participating online. They are not able to react as quickly as those in-person, so the Moderator will pause to allow sufficient time to permit those online to react. ☺