

PIHOA MEETING ZOOM GUIDELINES

67TH PIHOA VIRTUAL EXECUTIVE BOARD MEETING



Rename your username as follows, “first name, last name, jurisdiction.” Once you have joined the call, please rename your username so we can easily identify you.



Before speaking, please identify yourself to the meeting attendees. This will also help to ensure accurate notes are taken for the official meeting minutes.



Mute your microphone if you are not talking. This will help eliminate any feedback or background noise that can be heard in your environment.



Silence your phone. Turn off all notifications and make sure your cell phone is on silent to avoid interruptions and distractions.



Be respectful - Raise your hand. If you have a question, use the “raise hand” icon or send your question via Chat to a “PIHOA admin host/co-host.”



If you are using your webcam, make sure it is on a steady surface to prevent shaking and focus it at eye level. Having your webcam on is optional.



Meeting presenters, please monitor your chat notifications. Meeting presenters will be timed and given a friendly reminder when time is almost up.