



ZOOM Meeting Orientation

FOR COMMISSIONERS



ZOOM Meeting Orientation for Commissioners

During this Zoom meeting, Commissioners will have access to their camera and microphone.

Once the meeting begins, Commissioners will mute themselves.

We recommend that Commissioners select speaker view vs. gallery view for this meeting.

Commissioners will be able to seek recognition from the Moderator to address the body and if granted, will be asked to unmute their microphone.



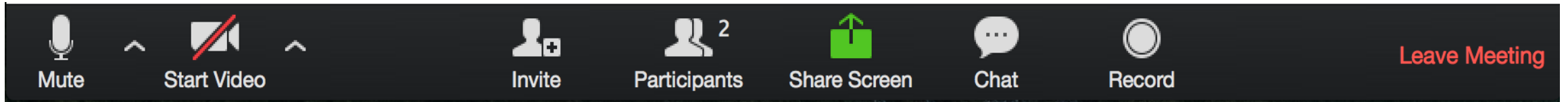
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Commissioners will be able to :

- **Raise Hand**
- **Use the Chat** feature during the meeting only to communicate with meeting leadership.
- **Vote**
- See themselves and other Commissioners.



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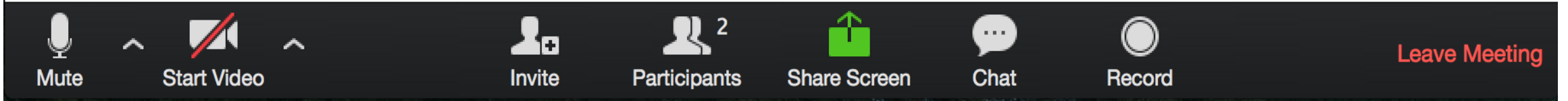
Audio Settings: Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute: As a courtesy to others, please remain muted during the meeting. “Raise your hand” to seek recognition from the Moderator.

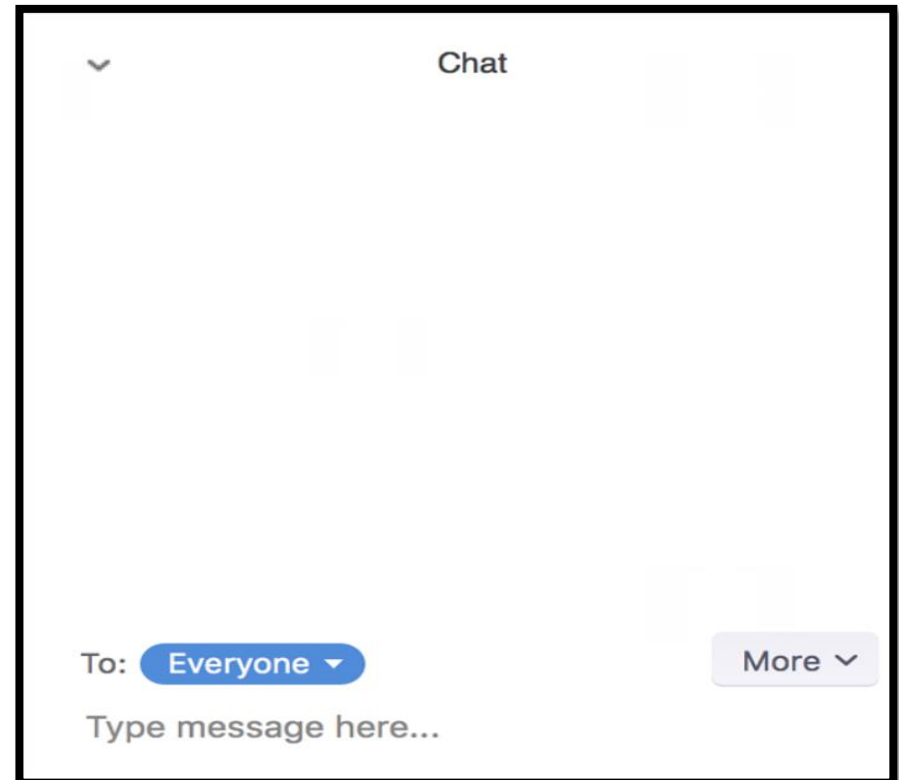
Participants: Open this panel to view other participants and additional in-meeting features like “Raise Hand.”



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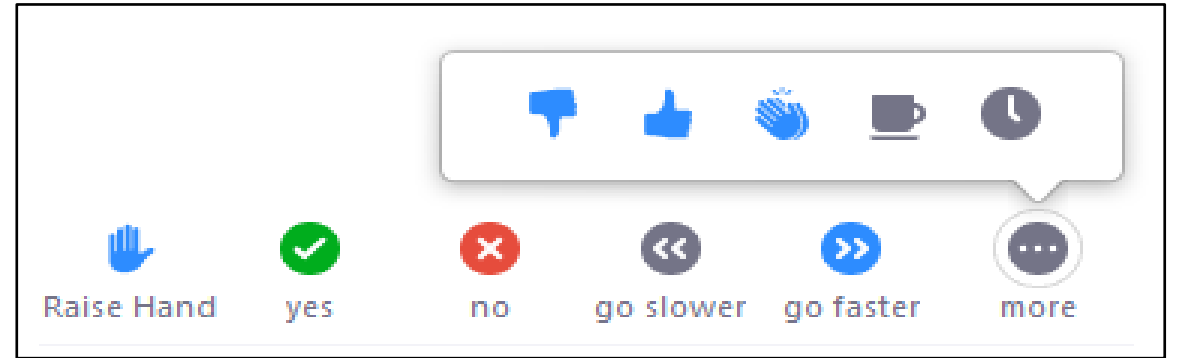
Chat: Open in-meeting chat, allowing you to send chat messages to the host, panelists, and attendees. Please refrain from using this feature during the business portion of meeting unless you need to communicate with meeting leadership. Use the “Raise Hand” feature to seek recognition from the Moderator.





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Raise Hand - At the bottom of the Participants Panel, you will find the “Raise Hand” icon and other non-verbal feedback controls. Commissioners will use the “Raise Hand” feature to:



- **Seek recognition** from the Moderator
- Indicate disapproval of the current motion on the floor. All motions will be voted on by “unanimous consent.” If there is a dissenting vote, the motion will be polled for all members to vote yes or no.
- If you raise your hand by mistake, you can lower it by clicking on the **Lower Hand** icon.

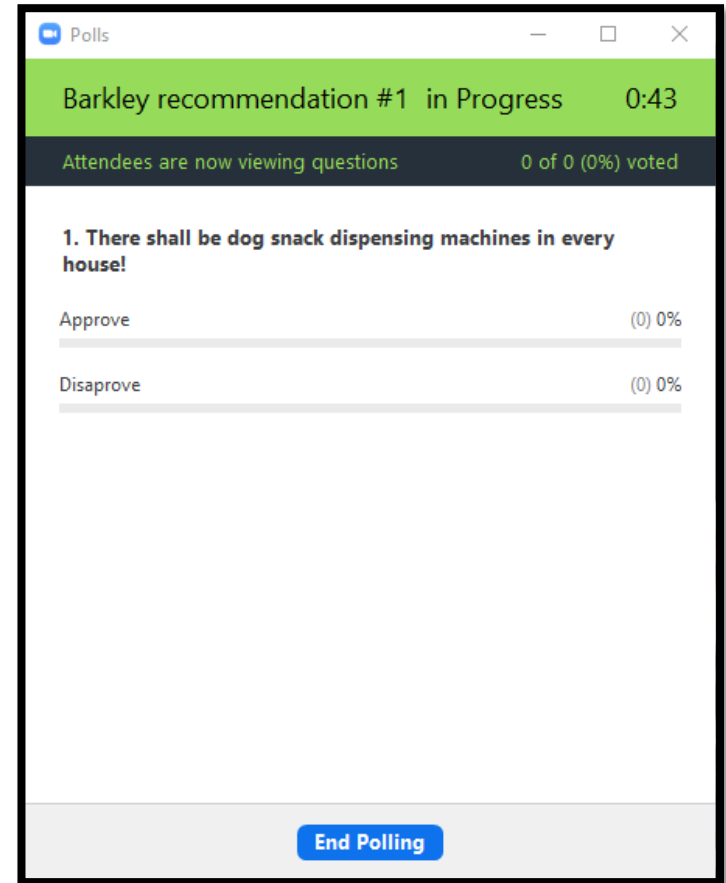


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The **polling feature** will be used for voting if needed.

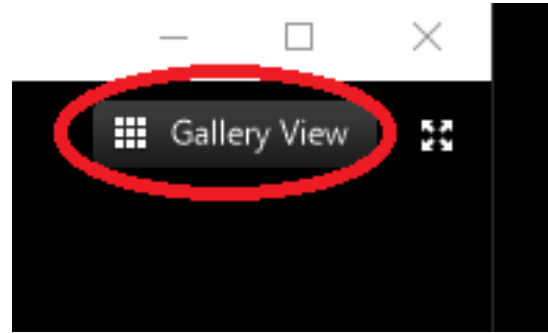
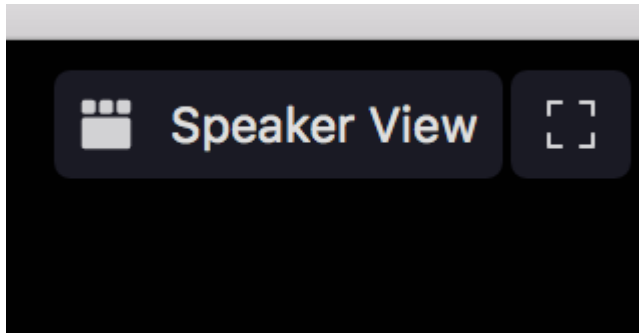
The host will launch the poll and all commissioners will cast their vote on the poll.

The results of the poll will be displayed.





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Speaker View (Recommended)

Zoom offers 2 views for meetings, Speaker View & Gallery View (Brady Buch).

The toggle control is located at the **top right-hand corner** of the Zoom window.



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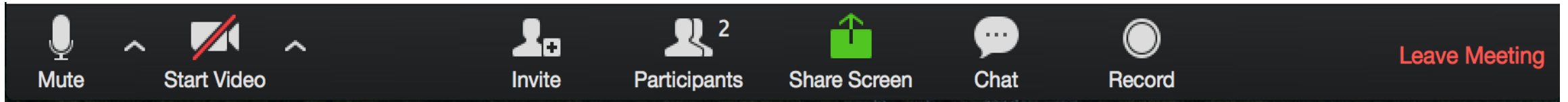
Break-out Sessions - You will be automatically sent to your break-out room as scheduled in the Docket. Break-out rooms are based on PEVA Neighborhoods (geographical church clusters).

- The break-out sessions will last 20 minutes and then you will automatically rejoin the meeting.
- Please review the “Best Practices for Small Group Discussions” posted on the PEVA website www.pcusa-peva.org/md



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Leave Meeting



Click Leave meeting to leave the meeting at any time.

If you leave, you can rejoin if the meeting is still in progress, as long as the host has not locked the meeting.



ZOOM Meeting Orientation for Commissioners

The meeting will open at 9:00 a.m. It is recommended that all attendees join the meeting early in case there are any technical issues that need to be addressed before the meeting begins.

Orientation will begin at 9:30 a.m. This is a repeat of this session and you are encouraged to attend.

The meeting will begin at 10:00 a.m.

For technical assistance during the meeting, please use the Chat feature to ask for help or call 757-397-7063.

**Don't
FORGET!**



**The meeting will
begin shortly.**

Please **mute your
microphone and click
on **Speaker View**.**

Thank you!