Zoom Guidelines for ALI Project Meetings

Below are guidelines for how we will conduct virtual project meetings.

Joining the meeting

- We will send the Zoom link and password to all registered participants the week before the meeting. Please download the Zoom app on your desktop, laptop, tablet, or smartphone before the day of the meeting.

- You should join 10 to 15 minutes before the meeting is scheduled to begin.

- When you join the meeting we will verify that you are a project participant. If you are using a device or Zoom app that is not associated with your name or that uses an abbreviated name, please either change the name on the Zoom app to your name, or email meetings@ali.org before the meeting to let us know the name so we can change it on screen.

Discussions and raising hands

- ALI's in-person project meetings have active discussions with numerous people commenting on drafts. We want to continue to have these active discussions, but we will need to manage them to make sure we do not talk over each other. Accordingly, we will mute participants' audio when the meeting begins, except for the Director and project Reporters. We will then proceed as follows:

    o If you would like to speak, use the "Raise Hand" option. The location of this option may vary by device and whether you have installed any available Zoom updates. You can then unmute your audio when Director Revesz calls on you.

    o To raise your hand using a desktop or laptop, click the "Reactions" icon at the bottom of your Zoom screen. A window will open above the "Reactions" icon. Click the "Raise Hand" button at the bottom. On an iPad or iPhone, tap "More (. . .)" at the top or bottom right corner of the screen and then select "Raise Hand."

    o ***You will need to unmute your audio when you are called on.*** If for some reason we need you to unmute your audio, you will receive a notification on your Zoom screen. If you use a separate mute button on a headset or other microphone, you will need to unmute it in addition to unmuting your audio in Zoom. When you speak for the first time, please say your name and affiliation.

    o When you are finished talking, you can lower your hand by again clicking the raise-hand tool, which will now read "Lower Hand." **Please mute your audio until the next time you speak.**

- *Please do not use the chat feature to send comments or suggestions on the draft, or to communicate with the Reporters.* Comments on the draft should be sent to the project's email address. If you have questions about Zoom or the meeting, you can chat with the ALI meeting planners, Stephanie Marella and Allison Leyh, or email them at meetings@ali.org.

Additional notes

- During any breaks in the meeting we will mute all participants for privacy. We will not turn off video, but you can turn off your own video. If you prefer, you can disconnect from the Zoom meeting and rejoin after the break using the same link and password.

- If we need to turn off your video, you will not be able to reappear until enabled by us. Zoom will always ask you before turning your video on, whether it was turned off by you or us.

- The draft will not be shown on screen in Zoom during the meeting, so please have copies accessible. The drafts are available for download on the Project pages on the ALI website. If you would like to use the electronic drafts during the meeting, we recommend opening them in Adobe and minimizing the Zoom window.

- If you have questions about Zoom or the meeting, you can chat with the ALI staff members listed as a host or co-host in the participant list.

- We will not record the meeting. Participants are not permitted to make their own recordings.

We look forward to your participation in the meeting. If you have any questions, please email meetings@ali.org.