

## 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](mailto: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:
  - If you would like to speak, please use the "Raise Hand" feature on your Zoom screen (the location of this option varies by device). You will then be unmuted when Director Revesz calls on you.
  - When you speak for the first time, please say your name and affiliation.
  - When you are finished talking, please say "thank you" or the like to signal that we can move on to the next speaker. You can lower your hand by again clicking the raise-hand tool, which will now read "Lower Hand," or we will do that for you.
- To raise your hand using a desktop or laptop, click on the "Participants" icon at the bottom of your Zoom screen. A window will open on the right side of the screen. Click the "Raise Hand" button in the bottom right corner. On a mobile device, tap "More" at the bottom right corner of the screen and select "Raise Hand."
- Please do *not* use the chat feature to send comments or suggestions on the draft, or to communicate with the Director or the Reporters. 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](mailto:meetings@ali.org).
- If you mute your audio during the meeting, we will not be able to unmute you. If we need you to unmute, 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.

### **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 during the meeting, so please have a copy accessible. The draft will be available on the Project page on the ALI website.
- 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](mailto:meetings@ali.org).