Zoom Virtual Meeting Guidelines

Prior to each scheduled Zoom video web conference meeting, **a meeting link, an 11-digit meeting ID number, and a 6-digit passcode** will be provided to all participants via email from the Office of the University Secretary.

When joining a Zoom meeting for the first time, you will be prompted to either download or launch Zoom. You can also manually download the Zoom web client here.

All Zoom meetings will be opened 15 minutes prior to the meeting start time. For those unfamiliar with Zoom, you are encouraged to join the meeting ahead of time to ensure that any difficulties and/or questions can be addressed at that time.

Please use the following meeting protocols:

Confidentiality – Do not share the direct meeting link, meeting ID, or passcode for meetings that are held in closed session or otherwise are not to be made public. Ensure you are in a private location to preserve confidentiality of discussions. Using headphones with a microphone attached greatly improves confidentiality and the quality of the audio.

1. JOINING THE MEETING

Click on the **meeting link** provided by the Office of the University Secretary.

Select "Join with Computer Audio" or "Call Over Internet". If preferred, you may also select "Test Speaker and Microphone" to ensure that both your speaker and microphone are working correctly. You may be asked to enter the **11-digit meeting ID** and the **6-digit passcode**.

Be sure to indicate your full name, to ensure your attendance is properly noted.

You can update your name by clicking on the Participants icon and then "Rename".

2. AUDIO & VIDEO

If you are using a device with a microphone and/or camera, to minimize background noise during the meeting it may be required that you mute and/or turn these off.

The microphone can be muted and unmuted by clicking on the following icon found in the tool bar either in the bottom (desktop computer) or top (phone/tablet) of the screen. A red line through the icon shows that you are muted.

The camera can be turned on and off by clicking on the following icon found in the tool bar either in the bottom (desktop computer) or top (phone/tablet) of the screen. A red line through the icon shows that your camera is turned off.

3. ROLL CALL

The Secretary/Resource Person will conduct a roll call at the beginning of each meeting to confirm quorum and will maintain a speakers list to assist the Chair in managing the discussion.

4. USING THE ZOOM CHAT FUNCTION

If you wish to speak to an item and/or ask a question, use the Zoom **Chat** function to signal to the Secretary/Resource Person that you would like to speak/raise a question.
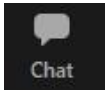
On a desktop computer, the Chat icon can be found at the bottom of the screen.

On a phone/tablet, you can access the chat by clicking on "More" on the tool bar found at the top of the screen.

- The Secretary/Resource Person will keep a speakers list to help manage the discussion.
- The Chair will call on Committee members to speak/Chat when it is their turn, as indicated on the speakers list.
- When the Chair has signaled that it is your turn to speak, un-mute your microphone and speak loudly and clearly so that others who are participating in the meeting can hear you.
- Identify yourself before speaking and be sure to re-mute your microphone once you have finished.
- If you do not have a microphone on your device, type your question/comment through the Chat function. When the Chair calls on you, based on the order of the speakers list, use the Chat function to indicate your question/comment. Type your question/comment in Chat prior to the Chair calling on you. When the Chair calls on you, hit "return" or "enter" on your keyboard to share your question/comment with the committee.
- The Chair will pause and invite members to comment or ask questions before closing discussion on all agenda items.

There may be a slight delay in the audio, so please allow a moment for a response to your question/comments.

NOTE: The purpose of the Chat function is to: (i) signal to the Secretary/Resource Person that you have a comment/question; (ii) communicate your question/comment if you do not have a microphone on your device, when the Chair calls on you; and (iii) provide voting responses. The Chat function should not be used for side-conversations or comments while others are speaking or commenting (i.e. as you would if the committee was meeting in person, allow others to "speak" and be heard while you wait for the Chair to call upon you).

5. VOTING

Voting will be conducted through the Chat function. Once directed to do so by the Secretary/Resource Person/Chair, please type your response through the Chat.

If you are in favour of the motion, please do not respond; **respond ONLY when you vote AGAINST or ABSTAIN.**

A tally will be taken, and the results communicated, by the Chair at the end of each agenda item discussion.

6. LEAVING THE MEETING

If you need to leave the meeting early, please alert the Chair and Resource Person via the Chat function.

7. EXPERIENCING ISSUES?

If you encounter any difficulties, please contact the IST Service Desk at 204-474-8600 or on the web at http://umanitoba.ca/ist/help/ as early as possible. Alternatively, you may also email Melissa.Watson@umanitoba.ca.