Attendee - Remote Meeting Best Practices

✓ Turn your camera on - We would like to see your smiling face.
  o It provides normalcy to the event to see a familiar face
✓ Take care of your tech needs.
  o Laptop and power cable
  o Charger for phone
  o Set up meeting workspace for comfort and focus
✓ Take care of your comfort needs.
  o Have water or other refreshments and quiet snacks handy
  o Take quick breaks as you’re able between meeting times
  o Make time for your meal breaks - you will need your energy
✓ Follow meeting etiquette.
  o Mute microphone when not speaking
  o Identify yourself before proceeding with your point
  o Use the chat function or speak out
  o Use rules of order for motions, and Ad Hoc voting.
✓ Check out the committee meeting information board at https://www.aatcc.org/events/committees/ REMOTE MEETING INFO PAGE.
  o Important resources and call in numbers are available
✓ Record your attendance by typing in the survey link. You can enter multiple times as needed.
  o https://www.surveymonkey.com/r/AATCC-NOV-ATTENDANCE
✓ Meeting must stay within their allotted time.
  o At 2-minutes mark staff will interrupt in preparation for the next meeting.
✓ Chair or Secretaries please complete and email the TCR Report immediately after the meeting to Erika.
  o simmonse@AATCC.org
✓ Polling app may be used for any Ad Hoc polls needed.
  o If voice count works, fine
  o If the need for something more directed is required advise staff rep to create a poll from https://www.opinionstage.com/
  o Check the chat window for the link, be sure to immediately respond.
✓ Life happens.
  o Have patience
  o Be flexible
  o Keep your cool
  o Be kind