

REMOTE ASSEMBLY WALK THROUGH, Zoom ETIQUETTE & PROCEDURES

VOTING MEMBERS

If you are a voting member to the 2021 Online Assembly, you are recommended to login to the practice Zoom session on Thursday, April 22 at 11:00 a.m. OR 7:00 p.m.

During the Assembly (April 30-May 1) you will NOT be admitted to the Zoom Assembly unless you are a 2021 Registered Voting Member. Visitors may watch the Assembly live on the [Northeastern Minnesota Synod Facebook page](#).

WALK THROUGH

During the Assembly (April 30-May 1) you will need the following:

1. A working laptop, desktop computer or smart device (tablet or phone) that is connected to a secure network (WiFi or Ethernet).
2. Having a second device is helpful, so you can display the Bulletin of Reports/Agenda on one device and follow along on Zoom with the other device.
 - a. It will be helpful if you use the same device(s) at the practice session that you will be using during the Assembly.
 - b. Handheld devices may require the Zoom app installed.
3. If you do not have access to two devices, a paper copy of the Bulletin of Reports for the Assembly will be helpful. This will help you from having to go back and forth between Zoom and any digital documents.

TO BEGIN THE ASSEMBLY (April 30-May 1)

You will need to go to the link provided to sign into the Assembly.

Registration will be from 6:00-7:00 p.m. on Friday, April 30 and from 7:30-8:30 a.m. on Saturday, May 1.

1. After you login to Zoom you will be placed in the waiting room until you are approved to enter the meeting through the registration/credential process.
2. Once you are admitted into the Zoom Assembly meeting, your microphone will be muted.
3. Please change your name to have your first name and last name be visible.

- a. In the Zoom room, on the screen with your picture, there should be three dots in the upper right hand corner of your picture.
 - b. Click on the three dots.
 - c. A “rename” option appears.
 - d. Type in your name (first and last).
 - e. Hit enter.
4. You may wish to also mute your camera. This may be helpful if your bandwidth/Internet connection is problematic.

ZOOM ETIQUETTE

1. After entering Zoom, please keep your microphone muted. This will reduce background noises and distractions for others.
2. Use the chat feature to ask questions, make motions, if you want to speak to the Assembly, etc. During the Assembly please limit the chat feature to official Assembly business.
 - a. All comments typed in the chat are a part of the official minutes of the Assembly.
3. Muting your microphone and camera:
 - a. Locate the icon of a microphone; click it to mute/unmute.
 - b. Next to the microphone icon should be a video icon; click on it to show/not show yourself in Zoom (turn your camera on or off).
 - c. The red slash line indicates that feature is currently muted.
4. Asking a Question:
 - a. During the Assembly you may use the chat room to ask a question.
 - b. You may also seek the attention of the chair/host by typing in the chat or raising your hand (typing in chat is preferred because of the number of people involved).
 - c. After you are recognized to speak, unmute yourself and speak.
 - i. Please start by stating your name and congregational membership.
 - ii. Speak your question or statement or motion/second.
 - d. You may also type your question or statement into the chat feature.
5. Who to Contact with Technical Issues:
 - a. Please contact the Tech Help Desk by
 - i. Calling 218.724.4424, or
 - ii. Emailing questions@nemnsynod.org
 - b. Examples of when to reach out to the Tech Help Desk

- i. Cannot login into Zoom.
- ii. Technical issues with either a Mac or PC.
- iii. If your audio or video quality is poor and if you are on a WiFi connection, try moving closer to the wireless router. You may also try muting your video which will lessen the need for more bandwidth.

VOTING

There will be two ways of voting during the Assembly.

1. The first way is YES or NO voting within **Zoom – Participant**.
 - a. Make sure you click on Participants opening a list of participants in the right hand column.
 - b. Click on either the 'yes' or 'no' to vote.
 - c. Note: this is similar to voting with red and green cards during an in person assembly. This way will be used for non-anonymous and non-controversial voting.
2. The second way is through Google Forms. A link will be shared in the chat feature. Click on the link and you will be taken to an electronic ballot. Follow the verbal instructions of the chair/host and the written instructions on the ballot.

PATIENCE, FORGIVENESS and GRACE

Because of the unique nature of this remote Synod Assembly, please be patience with voting members and Assembly leaders. There will be mistakes; be ready to forgive. Be full of God's love and grace during the Assembly and always!

Thank you!