

## Zoom Meeting Protocols and Guidance

As you're aware, the upcoming Source Protection Committee (SPC) meeting will be held virtually using Zoom. Some meeting protocols for SPC members are listed below. Accessing zoom has been provided separately.

Please remember to test your connection. **We will have very limited ability to provide any technical support once the meeting starts**, which may result in your inability to participate in the meeting.

### SPC meeting protocols and guidance

#### *Joining the meeting*

- Recommend that members **join the meeting 15 minutes before it starts** to ensure that audio and video connections are working properly
- Members will enter a virtual waiting room when joining the meeting. Host will allow each member to enter the meeting
- Members will not be automatically muted upon entry to the meeting. **Please keep your computer or phone line muted during the meeting.** For members using their computer audio, you can mute by clicking on the microphone icon at the bottom left-hand corner of the Zoom meeting page. When muted, the microphone will have a slash through it.
- Members with computer video capabilities must have their video on.
- Ensure that your screen name appears as your full name. To change your name, click on the three dots at the top right corner of your video image.

#### *Viewing options*

- There are two options to view the Zoom meeting page: 1. Gallery view; 2. Speaker view. The two viewing options are located at the top right-hand corner of the Zoom meeting page. By clicking on either "gallery view" or "speaker view", members can choose the view they prefer. We recommend "gallery view" because it displays all members evenly and centrally across the screen.
- Recommend that members have the agenda package available during the meeting. A verbal summary of the reports will be provided and recommendations shared on the screen.
- There will be a couple instances during the meeting where we will share content on the screen. Members can choose how they view the participants and content by clicking on "view options" which is located centrally at the top of the Zoom meeting page, to the right of the green rectangle. Once you click on "view options" you should see a dropdown list. We recommend choosing "side-by-side" as it allows one to fully view the shared content and the meeting members.

#### *How to request to address the committee*

- Members with questions, please see the icons at the centre bottom of the Zoom meeting page and click on "Q&A". A dialogue box will pop up and you can type your question.

*Moving, seconding and voting*

- We will share recommendations either verbally or on the screen before the question period and voting
- Members should physically raise their hand in their screen when the Chair calls for a recommendation to be moved or seconded and for voting.
- For members that do not have a video connection, i.e., cannot physically raise their hand, please use the “raise hand” icon as described above.