

IMPORTANT INFORMATION—193RD STATED MEETING

The 193rd Stated Meeting will take place virtually using the Zoom program. In the sections below, we have provided information about

- **System requirements to use Zoom**
- **Registration information for this meeting**
- **How to find the meeting packet**
- **Meeting day information**

SYSTEM REQUIREMENTS

Most desktop or laptop computers will run the Zoom program. Here are the system requirements for devices to run Zoom:

- An internet connection—broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone—built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam—built-in or USB plug-in

Zoom will run on most tablets including iPads and Surface PRO 2 or higher

NOTE: For tablets running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported. In addition, Zoom will run on all IOS, Android, and Blackberry devices.

Here is the essential information that will be included in orientation sessions:

- How to access the Zoom meeting via computer or phone app
NOTE: Zoom does offer audio access only to meetings by means of a call-in feature. We will not be using this feature because we must ensure equal access for all voting participants in this meeting. Those who call in by phone are relegated to a second tier of participation without full access to all the features or images on Zoom. With some help, anyone who can make a phone call can also sign on fully on computer or through a Zoom app on a phone
- How to mute/unmute your microphone—all mics in this meeting will be muted unless you are called on by a Co-Moderator to speak. When you are recognized, please state your name and church affiliation or membership status
- How to mute/unmute your camera—if you get a message on your screen that your internet connection is “unstable,” you will need to know how to mute your video camera to save bandwidth
- How to make sure your identifying information is listed correctly on your Zoom photo—Zoom contains an option to rename yourself. The roll will be taken from this identification, so it is imperative that your name and identifying information are accurate. **We will use the following format for clear identification: Jane Smith | Commissioner | Cedar Rapids, First**
- How to use the Chat feature—we will use this feature ONLY to contact the hosts about technological or other difficulties
- How to use the Yes/No buttons—we will vote by using the Yes and No buttons—you will have about 15 seconds to place your vote. This method of voting is similar to a vote by raising hands or standing to vote in a stated meeting. Everyone can see the vote. Following the example of General Assembly, we will take some practice votes at the start of the meeting to affirm the quorum and to be sure that everyone is confident about how to vote.
- How to use the Raise Hand feature to be recognized by the Moderator

- Review of the Views Settings—we recommend use of the Speaker View rather than the Gallery View so you will be able to identify who is speaking without toggling between the two screens of pictures.
- The Screen Share feature found in the User Panel at the bottom of the screen will be disabled for all participants.

REGISTRATION INFORMATION

The 193rd Stated Meeting will take place via Zoom on Saturday, September 19, convened at 10:00 am. The Zoom site will be open starting at 9:30 am to ensure that everyone is logged in and ready to start at 10:00.

To register in advance for this meeting, please click on the link below and follow the prompts:

https://us02web.zoom.us/meeting/register/tZ0tc-utrj4tGdZoiiQ3gn0UgQN-C_AyOYfJ

After registering, you will receive a confirmation email containing information about joining the meeting

THE DEADLINE FOR REGISTRATION IS THURSDAY, SEPTEMBER 17 AT 5:00 PM. THERE IS NO LATE REGISTRATION, SO PLEASE OBSERVE THIS DEADLINE TO BE ENROLLED IN THIS MEETING.

OTHER IMPORTANT MEETING INFORMATION

- The link to the meeting packet will be posted on the front page of the Presbytery website. If you have difficulty locating it, please contact Julia Andrews.
- Please be sure that you can access the documents for the meeting as well as see/participate in the meeting at the same time. You may either print out documents from the website link or use two different computers or smart phones—one with the materials and one for the picture/microphone/meeting. If that is not possible for you, we recommend you figure out in advance how to toggle between documents and the Zoom meeting. This process usually entails exiting full screen mode on Zoom and then opening the screen back up using the square at the top so that you can still see the toolbar on the bottom of the screen where the word documents can be accessed.

- Only minister members, duly elected commissioners from constituent churches, and persons authorized in the Bylaws and Manual of Operations may vote at stated meetings. All other registrants will be marked as non-voting participants so that it is clearly apparent that only authorized persons have voted.
- We will open the meeting at 9:30 am to ensure that everyone is connected and has renamed themselves using the required format for a timely start at 10:00 am.
- During the meeting, if your screen tells you that the internet connection is "unstable," you will need to mute the video camera, using the camera icon on the lower left of the screen.
- The meeting will be recorded and will be available for congregations to stream.
- A Help Line will be available for the meeting to assist with technological issues. Those needing help should call 319-354-9220.