



Area 46 Hybrid Assembly Quick Reference Guide

Meeting Host

If you cannot get your question answered by anyone else, the HOST is your “go-to” person.

The MEETING HOST will move some into breakout rooms for committee meetings.

Breakout Room Co-Host

Each committee breakout room will have a Zoom co-host either in person or online.

Contact the Breakout Room Co-Host via chat for assistance during the committee meeting.

Hybrid Breakout Rooms

In-person: Each room has 2-4 microphones. Please sit near them and speak clearly so the people on Zoom can hear you.

A list of where each breakout room is located will be available at the assembly.

Online: Please make sure your computer volume is **turned up** so that you can clearly hear those attending in person.

You can move yourself in and out of virtual breakout rooms. **You must update to the latest version of Zoom in order to move yourself.** If you have not updated your Zoom client, then the host will manually move you.

Info on how to update your Zoom client can be found on zoom.us or click [here](#).

Registration

Every attendee **must** visit the registration/check-in room to check-in for the assembly.

Registration open:

Sat 7:15AM-5PM

Sun 7:30AM-10AM

In-person: attendees must check in at the registration table.

Online: If you cannot move yourself to the room, contact the MEETING HOST via chat for help.

Sharing During Assembly

In-person: Get in line to share. Please get close to the mic and speak loudly. This will help ensure those on Zoom can hear those in the room.

Online: Raise your virtual hand and the chair will recognize you to speak.

Rename for Voting

Online: Please place a “1” in front of your name on Sunday if you are eligible to vote. This helps us identify voting members.

Ask It Basket

In-person: drop a note in the Ask it Basket in the main room.

Online: If you have a question you would like answered during the assembly send the question in CHAT to “Ask it Basket.”

Your questions will be answered on Sunday morning.

Admin & Tech Support

Responsible for admitting people from the waiting room and providing technical assistance.

Contact the Admin or Tech Support via chat for assistance.

Production Table

In-person: A production table will be in the main room. This is where the Hybrid Event Production team will be controlling the audio and visual aspects of the hybrid assembly.

Grace for Hybrid Event Production Team

Hybrid assemblies are a work in progress for Area 46. The Hybrid Event Production team and others have worked hard to make sure the assembly is a success. Please be patient as we work through any issues that may arise during the weekend.

Online Parliamentarian

Online: To make a

- point of order
- point of clarification
- point of information

Send your point in chat to the Online Parliamentarian and they will inform the session chair (by voice) regarding the point to be made.

In-person: simply raise your hand and make your point of order.

Call-In Participants

*6 unmute

*9 raise hand

*9 to vote YES (when asked)