



Vina Subbasin Advisory Committee (SHAC) Meeting

May 19, 2020

Presentation by:
Tania Carlone, Facilitator

Checklist for Virtual Participation



- ✓ **Please mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, rambunctious housemates, etc.
- ✓ **Please check that your video camera is on.** We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.
- ✓ **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- ✓ **Rename yourself after logging into Zoom.** We ask that you please rename yourself by hovering over your name in the “Participants” tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. “Tania Carlone (CBI, Facilitator)”
- ✓ **Bring a learning mindset** as we try out new technology to maximize engagement in this online setting!

Thank you!

Intro to your attendee controls

Meeting Topic: My Meeting
Host Name: Stephanie Horii
Password: [Redacted]
Numeric Password: 045239
(Telephone/Room systems)
Invitation URL: <https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGINZ3NydWdVSXBVVjd4V>
[Copy URL](#)

Participant ID: 138587

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Participants (2)

- Participant (me) **Unmute** **More** **Rename**
- Stephanie Horii (Host) [Mute] [Video Off]

Chat

To: Stephanie Horii (Privately)
Type message here...

Bottom Bar: Unmute, Start Video, Participants (2), Chat, Share Screen, Record, Leave Meeting

Annotations:

- Enter Participant ID if you are dialing in via phone (points to Participant ID)
- Raise hand for questions/comments (points to Raise Hand icon)
- Change your screen name to First name Last Name, Affiliation (points to Rename button)
- You are Mute or Unmuted (points to Unmute button)
- Turn your camera on or off (points to Start Video button)
- Direct your chat to the Host (points to chat recipient)



About CBI

CBI is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems.

Our staff are experts in facilitation, mediation, capacity building, citizen engagement, and organizational strategy and development. We are committed to using our skills to build collaboration on today's most significant social, environmental, and economic challenges. We work within and across organizations, sectors, and stakeholder groups.

FOR MORE INFORMATION: CBI.ORG

100 CambridgePark Drive, Suite 302
Cambridge, MA 02140
Tel (617) 492-1414

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