

<p>ZONTA DISTRICT 4 BOARD MEETING WEB MEETING GUIDELINES - January 12, 2013</p>

To help the technical side of this meeting go as smoothly as possible, here are some tips and guidelines:

Video

- Please don't use the video camera feature so we'll have maximum space on the screen for reports

Chat Feature

(see the bar at the bottom of the GoToMeeting control panel – click the arrow to open the chat feature)

- For voting members, please type **yes** or **no** into the chat box text section. Be sure the response is "To All"
- If you want to ask a question or provide a comment to one person only, pull down the menu and choose the appropriate person

Speaking

- All microphones will be muted except for Governor and those speaking. If Governor Lee asks you to speak, Rosemary Pell will turn on your microphone.
- If you would like to speak, please send a chat message to Rosemary to turn on the microphones, in order of request

Presenting a Document

- If you have a document that you want everyone to see, first open it on your home screen then send a chat request to Sandra Cronk and she'll give you presenter status so your screen will be visible to everyone