



## General Tips for Phone and Virtual Meetings

### For over the phone:

- Fix technical difficulties beforehand and make sure your microphone function is operational, and your phone service is adequate
- Establish who is participating at the beginning: click **\*9** to announce you would like to speak and the chair will acknowledge you and allow for introduction
  - If you are a guest to the committee also provide your Alameda County address for work or home
- **Mute** yourself when not speaking: limit ambient and background noise through remaining inside and staying in the same location
- Speak loudly and clearly

### Virtual video meetings:

- Make sure to have a stable internet connection and a computer battery nearby
- Ensure that your video and microphone functions are operating properly prior to joining
- Establish who is participating at the beginning: click **Raise Hand** icon to announce you would like to speak and the chair will acknowledge you and allow for introduction
  - If you are a guest to the committee also provide your Alameda County address for work or home



- **Mute** yourself when not speaking and limit background noise
- Consider imagery background and lighting for video quality
- Consider possible sound and video delays throughout your meeting
- Utilize the **messaging/chat** option instead of engaging in side conversations

For technical support, contact Denise Turner at [Denise.Turner@acgov.org](mailto:Denise.Turner@acgov.org)

*In compliance with the Americans with Disabilities Act, those requiring accommodation for any meeting should notify Denise Turner at [denise.turneracgov.org](mailto:denise.turneracgov.org) or (510-208-9651).*