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

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