

# General Virtual Meeting Guidelines and Tips

## Eligible Attendees

This meeting is intended for those that are financial members and those eligible to become members of the Washington Tuskegee Alumni Club, Inc.:

- Tuskegee alumnus, current or former students
- Close relatives, husband, and wife of a member or alumnus, current or former students.
- Current or former Tuskegee University faculty or staff member
- Tuskegee University President and Current Board of Trustee Members

## Ineligible Attendees Wishing to Attend

If you are not currently eligible to become a member of the Washington Tuskegee Alumni Club, Inc, and wish to attend our meeting, please contact us a [wtac@tuskegeedmv.org](mailto:wtac@tuskegeedmv.org) stating your interest to attend and your purpose for attending.

## General Meeting Information

This is a virtual meeting. We ask that all participants join the meeting using the link or meeting code that was provided. In keeping with the virtual meeting theme, please join the meeting with your video on. We would like this virtual meeting to resemble a face-to-face meeting. We will open up the meeting 30 minutes early to answer any questions and help those troubleshooting any technical issues.

Note: This meeting will be recorded.

## Guidelines

To help us with accurately recording attendance and to conduct an efficient meeting, please follow the guidelines below:


- Type your first and last name into the chat (This will help us to accurately record names.)
- Please ask or post your questions in the chat (We will answer posted questions in the chat first before opening to other questions over open mics.)
- Keep yourself muted when not talking.
- If you are joining by phone, please announce yourself. In addition, please provide your area code and the last 2 numbers of the phone number you are calling from. Numbers are displayed in the following format 1-301\*\*\*34. So, if your name is John Smith and you are calling from 301-321-1234. Please state, this is John Smith calling for number 301-34.

Note: We may remove attendees from the meeting for the following reasons: 1. Meeting disruptions (Anything that allows us not to effectively conduct a meeting) 2. If a meeting attendee does not identify themselves.

## Financial Members with WTAC Accounts

Please login with your WTAC Account. This will allow you to join the meeting without someone letting you in. This will also allow you to access documents including minutes, agendas and other documents. Financial Members have the option of joining the meeting using your phone. You can access this information on your WTAC Google G Suite calendar when you sign in using your WTAC email. It is only recommended that you join by phone if you have issues joining the video conference. Please note that if you are on the phone you will not be able to see what is being shared on the screen.

## Tips

- When Using a Computer use the Chrome Browsers for the best experience. Use the following link to download (<https://www.google.com/chrome>)
- Using a Smartphone or tablet. Search and install Google Meet from Google Play Store or Hangouts Meet by Google from Apple App Store.
- For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio.
- To mute or unmute yourself, at the bottom of the video window click Mute .
- Phone participants can press \*6 to unmute their phones.
- Any participant can be muted, including people who dial-in using a phone.
- Video Tutorials on how to use Google Meet (Google Hangouts Meet)  
(<https://www.youtube.com/watch?v=b2A6nP4GaWE>,  
[https://www.youtube.com/watch?v=44sGlczM\\_po](https://www.youtube.com/watch?v=44sGlczM_po),  
<https://www.youtube.com/watch?v=pdNxUrXryrA>)

## Dial-in participants

- Phone participants always press \*6 to mute or unmute their phone
- If someone else mutes you, you can only unmute using \*6 (this is different from the mute icon on the screen).