

PROGRAM GUIDELINES & ZOOM

Thank you so much for stepping up to facilitate a zoom program on behalf of our LWVHC. While you and your team/committee and guest presenter(s) develop the specifics for the program, we've developed some guidelines to follow below. After your presenter accepts your invitation to present, please confirm in writing/email the time/date and include the bulleted information below. Please copy email to president and any other team/board members involved in the program and/or its planning. Following the program please remember to send a thank-you email to presenters and copy president and any other team/board members involved in the program and/or its planning. And please be prepared for the unforeseen!

ESSENTIAL INFORMATION FOR PRESENTERS:

- You will need to register for the program to receive the Zoom link to attend. (Provide the registration link, or a link to web site to register).
- We normally record our programs which we then upload onto our YouTube channel.
- Please sign on 15 minutes before the program at (time/date.)
- The program is scheduled for a specific amount of time. Please plan the order and timing of each speaker's presentation. We make every effort to remain timely and have found that question and answer/discussion time is essential to the program's success. We'll keep track of the time and let you know through the chat when there's about 10 minutes left. Please let us know if you prefer another method of keeping track of the time.
- Please email us in advance a copy of any powerpoint and/or documents you plan to present. If you would like to share the screen to present, please let us know beforehand so that we can share the screen with you or show them for you.
- We'll ask attendees to mute themselves and generally expect questions to be asked through the chat function on zoom. If you prefer a less formal format, more direct interaction with our attendees, that's fine, too. Please let us know if that's your preference.
- One of our LWVHC leaders, normally our president, will start the program with a welcome and few comments about the league and then either introduce you and turn the program directly over to you or to our team

leader who will then introduce you. We'll need just a few minutes at the end of the program for some final League comments.