

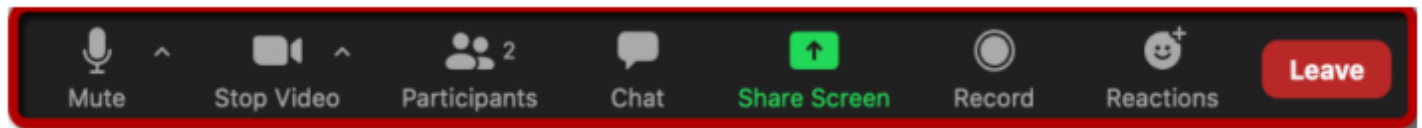


CONFERENCE RULES AND ZOOM ETIQUETTE

We will be governed by the NAUW National Bylaws, Northeast Section Bylaws, and Robert's Rules of Order 12th Edition. The NAUW logo is to be used only by Officers and Members of NAUW for official business only. Voting by the delegates will be done by polling as determined by the conference technology team.

ZOOM ETIQUETTE

- Join the conference 10-15 minutes before the meeting start time. If you are not speaking, mute yourself to eliminate background noise.
- If you must step away from your screen momentarily, turn off your screen.
- Avoid multitasking. Remember you're on video. Others can easily tell when you are distracted
- Silence other personal devices. This includes cell phones, TV, radios, and other devices not being used for the Zoom conference call.
- You may use the Chat function (at the bottom of the Zoom screen) or the Raise Hand icon (select 'Reactions' first) to participate or communicate.



HELPFUL LINKS TO JOIN AND NAVIGATE ZOOM

If you are new to Zoom, here are some helpful links to help have a good experience:



How to Join a Zoom Meeting

Watch this video to see how to download the Zoom program (if needed) and how to join a zoom meeting. Use this link to access the video: https://youtu.be/pAMDxH_H_Cs

Before the conference, check your connection and camera using this link: [Zoom.us/test](https://zoom.us/test)

Change Profile Name / Picture (before the meeting)

Learn how to update your Zoom personal profile to reflect who you are, including updating your profile image, preferred name, and more, and identifying your unique Personal Meeting ID. Use this link to access the video: <https://youtu.be/jvE1cShPlDs>



Changing your Virtual Background in Zoom - <https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image>

Zoom "How-to" Tutorials - <https://learn-zoom.us/show-me>

IF YOU ARE A DELEGATE (D), Please change your name on Zoom to fit the following format:

FIRST NAME, LAST NAME - BRANCH INITIALS - VOTING STATUS

EXAMPLE: Dr. Adriene Hobdy - SPB - D