AEMS Zoom Meeting Procedures and Decorum

- You **MUST REGISTER** to participate in this meeting. Upon registering, you will receive the access link information directly from Zoom so that you may join the meeting.

- While you are provided the options of accessing the meeting via computer and phone, we **highly recommended** that you participate in our Zoom Meeting via computer. Through your computer, you will be able to use the interactive features so that you may ask questions AS WELL AS be able to view the presenter’s PowerPoint presentation or other documents shared.

- As your Host, Peggy Baker will be in the Zoom Meeting room starting at **9.45 am** for anyone who may want to become more familiar with the Zoom settings and interactive features.

- This is an official meeting of the AEMS Functional Group. The Functional Group Orders of Conduct and Bylaws as they pertain to the Functional Group meeting process remain in effect.

- Please have the Meeting Agenda and Previous Minutes available for you viewing. Since multiple people will be sharing the screen throughout our meeting, we do not have a way to post these documents for continuous viewing.

- If during the meeting the Host loses internet connection and the meeting is disrupted, an AEMS Board member will have the AEMS Zoom account information and should be able to restart the meeting.

- AEMS is still a novice in hosting Zoom meetings. Thank you in advance for your patience and understanding of any fumblings or technical difficulties. We learned a lot from our Board meeting experience last month and are confident that we will improve with each meeting.

- All Guests are Attendees. To reduce background noise and visual distractions, Guest Attendees are in a View Only and Muted modes.

- As the agenda permits, we encourage your interaction via comments and questions. You may comment and ask questions using any of the three features located on your menu toolbar:
  - Raising Your Hand. The Host will unmute you so that you may ask your question or comment.
  - Using the Question and Answer Feature. This will allow you to submit a question or comment to the Board.
  - Using the Chat Feature. This will allow you to ask questions or make comments directly to the Panelists.

- Evaluation. Upon adjournment of the meeting, all Guest Attendees will be receiving an Evaluation Form. Please complete this online form. We appreciate your feedback to help us improve and enhance future AEMS Zoom meetings.

**Thank you for your support of and involvement with AEMS!**