



## Welcome to the Special Called Electing Virtual Synod!

### Best Practices for an effective, loving, and un-embarrassing Zoom meeting

*This Synod, all delegates must use their own device in order to participate.*

- **UPDATE ZOOM ([click here to find out how](#)) and familiarize yourself with it**
  - Come to the meeting knowing how to
    - mute and unmute
    - turn on/off video
    - chat the host
    - open the “Participants” screen and use “Raise Hand”, “Yes”, and “No” functions
  - Zoom provides free sessions so you can test your audio and video (<https://zoom.us/test>)
- **Please check-in early.**
  - You may enter the waiting room as early as **8:15am mdt/9:15am cdt** so go ahead and enter, go get some coffee and relax, and then be back to turn on your video by 8:40am.
- **Read all prepared materials before Synod**
  - Please prayerfully consider the finalists’ information and our diocesan profiles and desires. All information available here: <https://anglicansw.org/newbishopsearch>
- **If you are in a room with others also in the Zoom meeting**
  - Listen through one device; this will limit sound feedback and delays.
  - Limit talk between yourselves.
  - Participate through your own device.
- **Position your camera properly**
  - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Please dress appropriately as we will be able to see you!
- **Limit distractions**
  - Turn off notifications to apps on your device, turn off all sound (including vibrate) on any phones in your space. Likewise, please do not use it while Synod is in session.
- **Be conscious of your movements**
  - Please **do not use your phone, eat, pick your nose, fix your make-up or fall asleep.** *(Yes, these are all real examples I have seen in Zoom - even the nose!)*
  - If you need to move around, eat or do something else without being seen, please turn off your video to complete that action.

### What to Expect in our Synod Meeting

- Participants **will be muted for all of Synod.** (Except those in the meeting on the agenda).
- You may chat the host and tech team anytime. They can relay messages to the Standing Committee Chair.
- During breaks, it would be best to keep Zoom open, but turn your video off until you return.
- The vote will be taken anonymously through the Zoom Poll function. The poll will pop up at the appropriate time in your open Zoom window.