

Using GoToMeeting for your SFAR Committee Business

Please read this before joining your Committee Session using GoToMeeting. If you can make sure you have the [GoToMeeting app installed](#), and audio tested as described in **Preparation**, prior to the meeting, you will not experience any delay in joining at the specified time. Observe the guidelines in the **Etiquette** section so that you can participate efficiently and without disrupting the rest of the meeting attendees.

Preparation

- Make sure you're getting ready at least 10 minutes prior to the first meeting start time so that you can make sure your mic/speakers or headset are working.
- Try to make sure you can use a laptop or desktop computer for seeing the screen (Agenda, Talk Order for Questions, Materials, using Chat interface).
 - You can still use your phone and your favorite headset for your phone instead of "computer audio" for your voice, but please [use the AUDIO PIN](#) to connect your dial-in instance to your computer instance. This also let's everyone else see who's talking).
 - If you do use your phone, please remember to turn off the "computer audio" so other attendees do not hear voice doubling or feedback.
 - Try to keep the Chat window of the web interface open so that you can indicate your question in text without talking over the organizers running the meeting.
- When you join the committee meeting, please:
 - **MUTE YOURSELF**
 - **TURN OFF YOUR VIDEO IF YOUR NOT IN A PRIVATE PLACE**
- Once the meeting is called to order, the meeting organizers (Chair, Co-Chair and lead Staff Liaison) will call on you to UNMUTE yourself as appropriate (see Etiquette).

Etiquette

- If you have a question, please indicate your question in the chat window using the web interface.
 - If you do not have the web interface, wait until the Chair, Co-Chair or Liaison call for any other questions at the end of a topic to unmute yourself.
- When the Chairs/Liaison acknowledge your question, unmute yourself to expand on your question and make sure you finish your question with:
 - indicating to whom your question is addressed
 - saying "thank you" to indicate you're done speaking/asking
- Remember to be as BRIEF as possible with your question so that it's clear what you're asking.
- Let the Chairs/Liaison guide the response to your question, and their last statement on a topic should be "does that answer your question" so that the meeting can move to the next topic.
- The Chairs/Liaison may unmute themselves (or mute others) and chime in during the exchange, or to keep the discussion in order.

Calling for Motions

- Committee Chairs/Liaison will decide how they want to conduct calling for motions, seconding, voting, etc... during a meeting.

*For MLS & Tech, we asked for the motion to be typed into the interface by the Liaison or the committee participant that asked for the motion, then in the chat interface someone would type "SECOND", and then a vote would be taken with emphasis listening for objections/no-votes. This worked well for us.
(Jeannie Gant)*

- Have the person taking minutes copy the text of the Motion to their minutes and indicate/record details normally.
- As a Chair/Co-Chair, please make sure you call for any other questions before moving on to the next topic in your agenda so that people without a Chat interface can unmute themselves and ask.

Keeping web committee meetings in order is challenging. Always remember that there may be small delays or lag in communication, so please extend as much courtesy to committee participants as you can, and try to keep your questions comments as succinct as possible.