

## Butte Subbasin Advisory Board Meeting

Zoom Orientation



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# **Checklist for Virtual Participation**

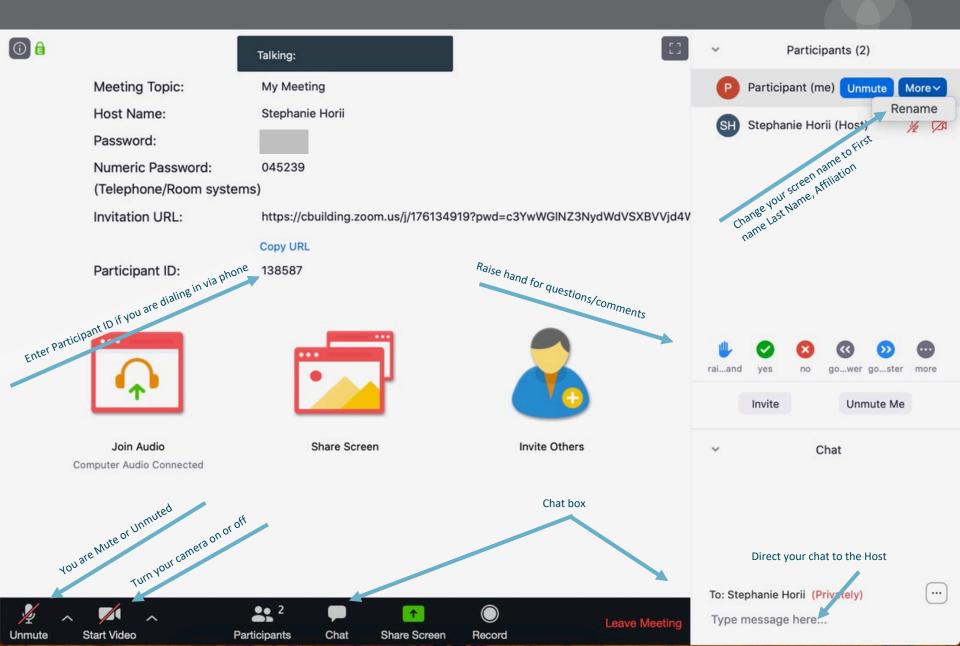
- Please mute yourself when you are not speaking. This helps cut down on background noise like sirens, landlines, rambunctious housemates, etc.
- Please check that your video camera is on. We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.
- ✓ If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video). You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone
- ✓ Rename yourself after logging into Zoom. We ask that you please rename yourself by hovering over your name in the "Participants" tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. "Tania Carlone (CBI, Facilitator)"

✓ Bring a learning mindset as we try out new technology to maximize engagement in this online setting!



Thank you!

### Intro to your attendee controls



#### **About CBI**

CBI is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems.

Our staff are experts in facilitation, mediation, capacity building, citizen engagement, and organizational strategy and development. We are committed to using our skills to build collaboration on today's most significant social, environmental, and economic challenges. We work within and across organizations, sectors, and stakeholder groups.

FOR MORE INFORMATION: CBI.ORG

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