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GUIDELINES FOR delegates, members and official guests to the extra session of the Northern Europe and Eurasia Central Conference 18. March 2023.

Muting/unmuting

Please keep your microphone muted unless you are invited to speak by the presiding bishop.
The host of the meeting may mute your microphone if there are any problems with your sound that affect the smooth running of the meeting.

Chat

The chat function will be disabled between participants, but you can send a message to the host of the conference and the presiding bishop.

Changing your Screen Name

You will have been asked in advance to rename your Zoom account to display your name along with which the annual conference you are representing. If you are a delegate you should have the letter "V" followed by country in front of your name if you are a voting member.

To do this on a PC/Mac:

1. Click on the item labelled "Participants" at the bottom of your screen
2. Hover over your name and click on "More"
3. Click on rename and enter your new screen name

To do this on a Phone/Tablet

1. Click on the item labelled "Participants" at the bottom of your screen
2. Click on the arrow beside your name
3. Click on rename and enter your new screen name

Raising Hands

There will be the opportunity for debate should you wish to speak please use the "raise hand" function.

To find this:
To do this on a PC/Mac:

1. Click on the item labelled "Participants" at the bottom of your screen
2. Click on the three dots at the bottom of the screen
3. Click on "Raise Hand"
   N.B. Please remember to lower your hand by following the instructions above but rather selecting "lower hand"

To do this on a Phone/Tablet

1. Click on the item labelled “Participants” at the bottom of your screen
2. Click on the arrow beside your name
3. Click on “raise hand”
   N.B. Please remember to lower your hand by following the instructions above but rather selecting “lower hand”

Please wait for the presider to invite you to speak and remember to unmute your microphone before doing so.

Points of Order

A point of order may be raised any time during the procedure. If you have a point of order, you should indicate this using the chat function.

Voting

Voting will take place utilizing the poll function, the vote will appear on the screen. For the opening business the voting will be done using the raise hand function.