What you need to do to prepare if you are attending MC Hybrid Conference from a remote site...

1. If at all possible, make sure you have a working webcam that is able to show all participants at your site.
2. Make sure that you have a working "microphone."
3. Familiarize yourself with how to find and use the following functions in Zoom.
    a. Muting/Unmuting
        i. "*6" on landlines or non-smart phone
    b. Raise Hand and Lower Hand
        i. "*9" on landlines or non-smart phone
    c. Yes/No
    d. Chat
4. Congregational sites will need a person(s) to fill the following roles:
    a. Monitor computer
        i. Watch for chat messages from host.
        ii. Submit chats to host if necessary or when requested.
        iii. Mute/Unmute, Raise Hand, etc.
    b. Voting Monitor/Counter
        i. Count votes when appropriate and submit numbers to secretary as necessary.
5. All documents are/will be:
    a. Shared online live during consideration.
    b. Available on the Chicago Mission Center website at: https://chicagomissioncenter.org/cmc-fall-2023-conference/

    NOTE: A QR Code will be provided for each of the documents. That QR code will be displayed on screen just prior to consideration of the document.