

## Housekeeping Items:

1. Identify all persons calling in by phone and those whose identity isn't clear. "RENAME" as needed.
2. Identify those logins where more than one person is represented, and make sure all names are clearly identified.
3. Ask all who are able, to "unmute" their videos. In cases where that is not possible, initial verbal identification will need to be made.
4. Have everyone practice "muting/unmuting." Confirm that all are able to do so successfully.
  - a. "\*6" on landline or non-smartphone.
5. Have everyone practice "Raise Hand." Confirm that all are able to do so successfully.
  - a. "\*9" on landline and non-smartphone.
  - b. Other devices (either under "More..." or "Participants").
6. Have everyone practice "Yes/No." Confirm that all are able to do so successfully.
  - a. Persons on landline or non-smartphone will need to use "Raise Hand (\*9).
  - b. Other devices (either under "More..." or "Participants").
7. Because there are couples/families that use the same device to login, each vote taken will have as many rounds as there are individuals.
8. PLEASE leave your "hand" up or your "Yes/No" button active until instructed to remove it.
9. Persons seeking "the floor" to speak during conference need to be visible if at all possible. At sites where multiple people are gathered, speakers need to move closer to the camera before speaking.
10. 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-2025-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.