

### **Zoom Instructions:**

**Please log in using the Zoom application on a computer** rather than by phone so that you can view the presentations during the meeting. To ensure that you can be identified and admitted into the meeting, please **use your full name** as your Zoom name.

To ensure the meeting runs as smoothly as possible, participant video and audio will be turned off during the meeting. Video and audio will be turned on only for presenters. Please

- do not use video unless you are speaking
- remain on mute unless you are called on to speak
- submit any questions you might have into the chat or “raise hand” to be recognized during the Q&As
- when acknowledged, state your name and department and limit your question to one minute.

If you haven't used Zoom video conferencing, please test your Zoom capabilities before the meeting. Here are instructions and tips:

<https://senate.universityofcalifornia.edu/resources/video-instructions.html>(link is external)

<https://technology.berkeley.edu/video-conferencing>(link is external)

### **Participating by Telephone**

Please review these instructions in advance if you plan to call in from a landline phone.

Callers will have very limited functions during the meeting. For instance, you will be unable to respond in a poll and will not see presentations. You will be able to 'raise hand' only during Q&As. Those who join the meeting by phone after the meeting has started will be placed into a breakout room with a Senate staff member for identification before re-joining the main meeting.

Phone commands:

\*6 – Mute/unmute

\*9 – Raise hand

Here is more information on joining by phone:

[https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h\\_36d1152f-01cf-43cf-a565-bc4cbb4d23e3](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_36d1152f-01cf-43cf-a565-bc4cbb4d23e3)(link is external)