



## *Welcome to our Online Meeting*

SELCO is pleased to host today's meeting online so that attendees can participate without traveling to Rochester. Online attendees will be able to see all projected meeting materials and can interact via the telephone or online chat.

Today's online meeting will be recorded and posted to the SELCO website for others who may be interested. ***Please be advised that all conversation taking place in the meeting room will be part of this recording.*** By posting our meetings online, we hope to encourage participation and improve communication throughout the SELCO/SELS community.

### **Tips for Attending an Online Meeting**

1. *Log in ahead of time.* SELCO starts the online meeting software and teleconference 30 minutes before the meeting's scheduled start time. Remote attendees should try to log in at least 15 minutes early to avoid distractions once the meeting starts. This also allows time to resolve any problems that might arise.
2. *Announce yourself.* All attendees, including those in the meeting room, should state their name before speaking. A simple "This is \_\_\_\_\_" before making your comment makes it much easier for everyone to follow the conversation. SELCO starts each online meeting with a round of introductions so everyone knows who is participating.
3. *Speak slowly, clearly and a little loudly.* Even with the best telecommunications equipment and room layout, it can be hard to hear everyone. It's OK to use your outside voice.
4. *Use the mute button when not speaking.* If your phone has a mute button, activate it when you are not speaking. This helps avoid background noise and distractions during the meeting.
5. *Don't be afraid of interrupting.* Conversation in an online meeting flows differently than that of a face-to-face meeting because body language cues are missing. It can be difficult to participate in a fast-moving conversation when you cannot raise your hand. Just wait for a pause and jump in with a polite "excuse me, but..." A good meeting chair will help by pausing every once in awhile to ask if anyone online has input.

### **To Get Help**

Please do not hesitate to contact our Help Desk at 866-529-4469 (toll-free) or 507-529-4469 (local) if you have any difficulty attending a SELCO online meeting. Help Desk staff are always informed when an online meeting is scheduled and someone will be standing by in case a meeting participant has trouble.

## **Helpful Web Pages**

SELCO/SELS Web Page

<http://www.selco.info/>

The SELCO/SELS web page usually has meeting materials posted ahead of time, along with quick access to your webmail and other information.

27 Tips for Teleconferencing

<http://webworkerdaily.com/2007/01/28/27-tips-for-teleconferencing/>

Some more tips and tricks. Some of these are aimed at the person running the meeting.

So You'd Like to Buy a Headset for Your Phone

<http://www.amazon.com/gp/richpub/syltguides/fullview/17TNIDMJ5VI3N>

Participating in online meetings is easier with a headset and it's a good investment if you attend on a regular basis. This Amazon.com page provides a good overview of the options.

GoToMeeting

<https://www2.gotomeeting.com>

SELCO/SELS uses Citrix GoToMeeting for online meetings.

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