

Please follow the guidelines below on all telephone meetings

- Arrive at the meeting on time.
- Should you arrive late, do not interrupt the meeting; you will be given ample opportunity to announce yourself.
- When entering any telephone meeting, press *6 on your phone to un-mute your line and announce yourself by first name & state.
- Once you have announced yourself, mute your line by pressing *6 and remain muted until you are called upon or acknowledged by the leader.
- When through speaking, please mute your line.
- When un-muting your line, please wait a moment to make sure that you are not speaking over another person.
- Should it become necessary for the leader to quiet the line more than twice, the meeting will be closed.
- Questions will be addressed during the question portion of the meeting.
- We do not allow cross talk on our meetings (Panel members interrupting the meeting by speaking out of turn to the leader or assistant leader or engaging in conversation with another panel member.)