

5CLIR's on-line Annual Meeting and Fall 2021 Preview Getting the most out of a large Zoom meeting

The LIR Annual Meeting and Fall 2021 Preview on May 2nd, 1:15PM will be attended by a large number of people and will run for about 2.5 hours, with two intermissions.

Here are some things you can do to help things run smoothly:

- **Please arrive early** for Annual Meeting.
The Annual Meeting will be called-to-order at 1:30, but please arrive early starting 1:15. You will be able to chat, verbally or electronically, with your fellow-members while the credentials committee determines if we have a quorum.
- **Keep your audio muted**, except when called on to speak. Once the meeting begins, everyone should mute themselves except when speaking or preparing to speak to the whole meeting.
- **Raise your hand and wait to be called on to speak.** There will be a few opportunities for members to speak during the Annual Meeting. If you wish to speak, you **MUST** "raise your hand" electronically. (Do not wave at the camera! in such a large meeting, you will not be seen.) The electronic "raise hand" function will be in one of two places on your Zoom screen:
 - If you have a "reactions" button on your meeting control bar, click on that and then on the "raise hand" option.
 - Otherwise, you can find the "raise hand" option by clicking on the "participants" button and clicking on the icon at the bottom of that window.
- **Voting by members** There will also be a couple of "votes" during Annual Meeting. Because both are pro-forma motions (to approve the minutes, after discussion, and to adjourn), the chair will ask if there are any objections. Again, if you wish to object, you will have to raise your hand electronically.
- **Turn off your video if you need to get up and stretch**, but please join us for this important LIR event!
- During the Preview, due to time constraints, no one except the panelists will have an opportunity to speak.
- Participation in the Annual Meeting is for Members only. Non-members are asked to turn off their videos during Annual Meeting. When we get to the Preview, everyone may turn their videos on or leave them off; your choice.