

Helpful Reminders for our Assembly

- Find all the materials on our assembly webpage: www.lutheransnw.org/synod-assembly
- You will receive the Zoom link for the assembly the week before and day before the meeting. Please do NOT share it with others. **If you did not receive a link on Friday, May 7**, please email our registrar ASAP: Carsten@thodegroup.net. He will confirm your registration and send you the Zoom link. PLEASE do not wait until the last minute to reach out!
- We have designated staggered check in times based on last names:
8:00am - A-G | 8:15am - H-P | 8:30am - R-Z
You need to be logged in no later than 9:30am to be allowed in the meeting. This is because of credentialing procedures. If you are not on time, you will be allowed in at the next break.
- Are you having difficulty getting on Zoom? Please **call** the synod phone number: **206-783-9292. Deacon Dianne Johnson** will be fielding this phone number to help you access Zoom. (This is the **ONLY** reason to call the synod phone number. See other ways to get help while IN the meeting below!)
- When you first log into the meeting on Saturday, you will be in a waiting room. Once you are allowed "in" the meeting, you will be quickly invited into a breakout room with one of our registration teams. They will verify you as a voting member, mark you in attendance for our records, and ensure that your name appears correctly on your screen – just like we would at an in-person assembly. All people will be asked to have their name appear in this format:
First Name, Last Name, (Preferred pronouns), Congregation/City
Examples: Patti Gonzales (she/her), First/Bellingham OR JP Schmidt (them/them), Bellingham Lutheran
- Once you are checked in, the registrars will send you from the breakout room back into the main meeting. Enjoy some music, check out the info slides, or simply turn off your camera and mic and wait for us to begin at 9:00am.
- **Keep yourself muted** during the meeting unless asked to unmute and speak.
- Select “speaker view” so that you will see presenters and presentations in full screen versus the gallery view.
- You may select **Closed Captioning** in your meeting controls at the bottom of your screen. Please know that we are using the Zoom version, and it may not know all our “words.” Ex.: It thinks the word “synod” is “senate!”
- Please be mindful of what your camera is picking up, feel free to turn it off for a break! 😊
- Throughout the day (including breaks and lunch) **please do not log off** – simply turn off camera/mute yourself if you need to step away. This will reduce the work of those who will need to let you back into the meeting.
- IF you get bumped off, please re-enter the meeting via the Zoom link – and we will do our best to get you back into the room ASAP. Please be patient – 380 is a big number of people to manage!
- **CHAT** is enabled for you to message the hosts of the meeting, it is disabled for messaging between voting members.
- Once the meeting has begun, if you **NEED HELP** with something while in the assembly meeting? USE CHAT to message the HELPER People (ex: HELPER Taryn or HELPER Becky)
- **If you wish to make a motion/speak to a motion** – USE CHAT to message the PARLIAMENTARIAN. Simply select the Parliamentarian and type in the chat: “I move that...” or “I would like to speak for this motion” or “I would like to speak against the motion.” The Parliamentarian will place you in the cue to speak. When called upon, you will be invited to unmute yourself and speak to the chair. (Not quite sure how to ask for what you want to do? Refer to the Roberts Rules Synopsis on the Assembly webpage. OR you may also ask the Parliamentarian, via chat, for help.)
- If you are asked to **submit a written motion to the Synod Secretary**, email it to her here: wwwa.sec@gmail.com