

CASE Virtual Meeting Participant Expectations

CASE is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants and attendees are expected to abide by the following:

- All attendees will be muted at the start of the meeting. The host will unmute participants as they're called upon.
- Speakers must be called on to speak by the meeting chair or designated facilitator.
- Each speaker must identify themselves by name, department, classification and location.
- Meeting participants must use the "raise hand" function and wait to be recognized before speaking.
 - To do this, click on the "Reaction" button, and then click "Raise Hand." The meeting facilitator will call on people to speak in order that they appear in the participants list of raised hands.
 - After you have spoken, please click "lower hand" – found in the same place as "raise hand."
- If you have already spoken, in the interests of time and fairness to all participants, the facilitator may skip you and call on someone who has not yet spoken. Please be mindful of when a question has been asked and answered; at that point please take a step back and allow others to speak, or allow the meeting to advance to the next agenda item.
- There will be a three-minute time limit per question or comment. The facilitator or a designated timekeeper will try to give the speaker notice that they are over time, and speakers should wrap up when notice is provided.
- Time may be limited for any given agenda item and not all agenda items may have the opportunity for public comment. We aim to respect people's time by ending the meeting within the allotted time.
- CASE does not condone unacceptable behavior during virtual or in-person meetings. Unacceptable behavior is defined as, but not limited to:
 - Harassment, intimidation, or discrimination in any form.
 - Verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest.
- Unauthorized recording or copying is not permitted.
- CASE reserves the right to act as necessary to address violations of these expectations, including immediate removal of those in violation from the meeting without warning.