REMOTE ANNUAL COMMITTEE MEETINGS

To best meet UW and Fred Hutch's policies regarding social distancing, we highly recommend you conduct your annual committee meeting remotely through Zoom. Below are some instructions and guidelines for a remote meeting.

BEFORE THE MEETING
3 DAYS BEFORE MEETING
-Ask a member of your committee to be your Note Taker. This can be anyone on your committee.
-Send your Note Taker the annual committee report as a Word document
-Set up a Zoom Meeting

1 DAY BEFORE MEETING
-Send your presentation slides to committee members
-Include slide numbers on the slides in case a committee member loses their video connection
-Send Zoom Meeting invitation by following the guidelines below

SETTING UP A ZOOM MEETING

Go to https://washington.zoom.us/
Sign in to 'Standard UW Zoom'
Under "Meeting", click "In Meeting (Basic)
        Chat: Enable
        Select "Prevent Participants from saving chat" and select "Save"
        Whiteboard: Enable
Click 'Schedule a Meeting'
Topic: enter the NAME of the Committee meeting
When: select correct date; select half an hour before the time of your meeting for set-up time
Duration: 2 ½ hours
Time Zone: confirm it is set to Pacific Time
Registration: not required
Meeting ID: Generate Automatically
Meeting Password: not required
Video Host: ON
Video Participant: ON
Audio: Both
Meeting Options:
        Join before host: DISABLE
        Mute participants up entry: ENABLE (Participants can unmute themselves after they join)
        Enable waiting room: ENABLE
        Only authenticated users can join: leave blank
        Record the meeting automatically: leave blank
Click Save

Zoom generates an invitation link you can send your committee members. You can also copy the invitation, which provides call-in information.

HOSTING A MEETING
As the meeting host, you can control muting the audio and video for participants, using the "Manage Participants" button at the bottom of the meeting screen. You can also admit participants from the Waiting Room to the meeting. Here are more instructions about hosting:
https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting

ADDING A CO-HOST
You can add your PI and/or Note Taker as a cohost of the meeting. Then they can help with facilitating and if your committee needs to use the Breakout Rooms (see below). Here are instructions:
https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

RECORDING YOUR MEETING
You are welcome to record your committee meeting, especially if a member can't attend and would like to watch it. Please be aware that Washington is a 2-party consent state for recording interactions. When you start recording, Zoom will send a message informing participants that recording has started and that they can leave the meeting. Please also note that discussions in the Breakout Rooms (see below) are not automatically recorded. Here are more instructions:
https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording

AUDIO AND VIDEO TROUBLE-SHOOTING
Here are some recommendations if committee members have problems with their audio or video:
-Turn off all but speaker video/audio if connection becomes problematic via "Manage Participants" at the bottom of the video screen
-Use the "Call in to meeting" function if computer audio not working

FACILITATING QUESTIONS
At the beginning of your meeting, you can inform committee members about asking questions. You and your PI may decide to have your PI direct questions to ensure a smooth flow. If a committee member has lost their audio, they can also submit question through the chat window. The chat window is found at the bottom of the zoom screen. Here are chat instructions:
https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat

SHARING YOUR SCREEN
You can share your screen via the Share Screen function at the bottom of the video screen. Make sure to share the correct screen as there will be multiple share options. Here instructions to share your screen:
https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

USING ZOOM'S WHITEBOARD
You can share your screen via the Share Screen function at the bottom of the video screen. Here are instructions to use the Whiteboard feature:
https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard

BREAKOUT ROOMS
This feature is helpful if your committee wants to have a discussion without you or your PI. If your Note-Taker is a cohost, they can assign the committee to a breakout room:

Click on the Breakout Room icon:

Select the number of breakout rooms. Select "manually" and assign participants to a room. Here are additional instructions:
https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

COMPLETING THE ANNUAL REPORT
Here are some guidelines for completing your committee report after the meeting is complete:
-Note-taker should complete and sign the annual committee form
-Note-taker should indicate if IDP was discussed

-Note-taker should email form as a PDF to the other committee members and you for signatures
    -Electronic signatures are acceptable
-Once all signatures are obtained, you should submit it to the Annual Report 2020 site with your other report documents

SUBMITTING THE ANNUAL REPORT DOCUMENTS
Please upload the following:
-Annual Committee Report
-One page research summary
-Updated and signed IDP
-Any publications.

-Upload site: http://bit.ly/MCB_AnnualReportDocs_2020

IF YOU ARE CONCERNED ABOUT THE STABILITY OF YOUR HOME WIFI
If you are a Fred Hutch based student, you can contact Andrea Brocato (ajbrocat@fredhutch.org) to reserve a Fred Hutch conference room where you can connect to your committee meeting. You must have a Fred Hutch badge and been designated as essential personnel to qualify for this. We are researching similar opportunities for UW based students.