

## 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 [fillable PDF form](#)
- 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 "Settings", 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: 1 hour and 15 minutes

Time Zone: confirm it is set to Pacific Time

Registration: not required

Meeting ID: Generate Automatically

Meeting Password: not required

Security: enable Waiting Room

Video Host: ON

Video Participant: ON

Audio: Both

Meeting Options: do not enable these options

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>

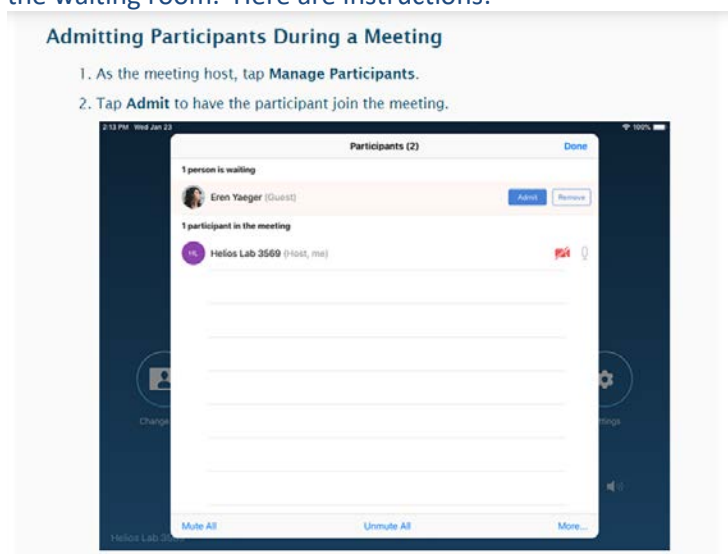
## USING ZOOM'S WHITEBOARD

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>

## WAITING ROOM AND COMMITTEE DISCUSSION

Only you and your alternate hosts can directly enter your exam. As the host, you will have to admit everyone else from the waiting room. Here are instructions:

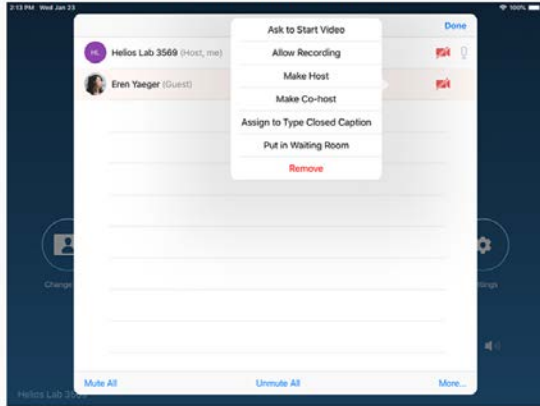


Here are instructions for when your committee conducts discussions without you and your PI:

- Use “Manage Participants” to change your Note Taker to the HOST
- The Host can now move you and your PI into and out of the Waiting Room:

#### Sending Participants to the Waiting Room During a Meeting

1. As the meeting host, click **Manage Participants**.
2. Tap the participant's name and choose **Put in Waiting Room**.



#### 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](mailto:ajbrocat@fredhutch.org)) to reserve a Fred Hutch conference room where you can connect to your General Exam. 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.

#### 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 Committee Documents 2021 [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\\_AnnualComDocs\\_2021](http://bit.ly/MCB_AnnualComDocs_2021)

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