

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.

SETTING UP A ZOOM MEETING

Go to <https://washington.zoom.us/>

Sign in to 'Standard UW Zoom'

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 (this gives time to make sure the setup is correct)

Duration: 2 ½ hours

Time Zone: automatically 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: Enable join before host

Click Save

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

A note about recording your committee 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. This means you must receive consent to record from all your participating committee members before your meeting.

COMPLETING THE ANNUAL REPORT

Here are some guidelines for completing your committee report if your committee members are attending remotely:

BEFORE THE MEETING

-Designate a member of your committee to be the Note-taker 2-3 days before the meeting. This can be anyone on your committee

-Send your note-taker the report as a [Word document](#)

AFTER THE MEETING

-Note-taker should complete and sign the form

-Note-taker should email form as a PDF to the other committee members and you for signatures

-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