

## **Guidance for a Hybrid Yearly Meeting - Intro from QLSD**

See below a document with suggested protocols/guidance for YM 2022. We have some questions and some spaces that only you or maybe the organising committee can fill in.

We went beyond those on zoom as there is the need to remind Friends that are in the face to face part of YM that we have to remember to include those on zoom too. I reckon that someone, in the face to face part, will say that they do not need the mic as they can speak loud enough. I can also see several lessons on how to use the mic may need to be given.

Firstly please change anything if you think it needs to be, especially the heading.

In our suggested guidelines we have bits highlighted.

Those in yellow we feel that we do not know how things will be set up and these bits may need to be deleted or rewritten depending on the system you plan to use.

Those in green tend to be QLSD asking the YM Clerks questions or passing comments.

(from Linley Gregory Feb 2022 when a hybrid meeting was still being planned)

## **Guidance for a Hybrid Yearly Meeting**

We want everyone to experience a spirit full and enriching Yearly Meeting. To help to enable this it is felt that some reminders of how to cope with a hybrid meeting with zooming and face-to-face, may help. These are whether you are on zoom or in the room where Yearly Meeting is face-to-face.

It is important for us all to consider what impact our behaviour, and words, might have on others. We all need to practice listening to each another with care.

We may have experienced many Zoom meetings by now, and many of us may have well-formed Zooming habits and dispositions. However, in order to preserve the unique Spirit-led mode of worship for Yearly Meeting in session, it is worthwhile to consider these guidelines, specific to holding a Meeting for Worship for Business with a large group both via Zoom and face-to-face.

Trust that we can enter into Spirit-led unity with one another through the medium of technology.

Please be aware that you will not be able to see everyone, as is usual in a face-to-face Yearly Meeting. There are likely to be too many of us to fit onto a single screen. The cameras within the room will not be showing all those there. Not all Friends in the face-to-face part will be able to see the screen.

## **If on Zoom**

If you have a problem with the zoomphoneXXX on YYYYYYWould this be helpful?

Before each session

- ✓ Please set yourself up where you are highly unlikely to be distracted.

- ✓ Have any papers you need such as Documents in Advance, White and Gold papers, in reach, or easily accessible online.
- ✓ If you are using earphones please have them sorted before you come into the meeting.
- ✓ If you really need a drink or anything else during the session please have it next to you so you do not distract others by getting up and moving. Remember you are seen closer up on zoom than if you were there in a face to face meeting. If you have physical needs, meet them as unobtrusively as possible, without distracting by an apology.

#### On entry to the session

- ✓ Remember that you are coming into a Meeting for Worship even if it is before the appointed time. Those there may be settling into worship. If people are talking or moving around in the room it may be that they are preparing for the session.
- ✓ Make sure that your sound is muted and that the video is on (unless your wifi connection is such that you need to have the video off.)
- ✓ Please make sure your name is correct. If not please rename yourself. Add your Monthly Meeting.
- ✓ Please settle down into the Meeting for Worship.
- ✓ It is not appropriate to:
  - wave as you arrive or wave to people as they arrive into the zoom. It is fine to smile.
  - ask if you can be heard.

#### During the session

- ✓ Maintain the worship.
- ✓ During opening and closing periods of waiting worship, if you feel called to give vocal ministry, make sure no other Friend is beginning to offer. Unmute, offer your ministry, and mute again.
- ✓ If you wish to indicate that 'that Friend speaks my mind' go to the "Reactions" button and press on the "Thumbs Up" symbol. Would this help? Though QLSD would rather not have this idea used at all.
- ✓ If you wish to give vocal ministry (give a contribution to the discernment/speak) go to the reactions button and press the "raise hand" button.
- ✓ If you are called on to speak unmute and first give your name and Monthly Meeting before speaking. Remember not all Friends at the face-to-face part of this Yearly Meeting will be able to see the screen.
- ✓ At the end of your speaking please mute yourself and make sure that you do not have a raised hand showing.
- ✓ If not called on lower your raised hand. You may find the 'host' does this for all.
- ✓ If you still feel moved to speak after you have listened to the speaker, take a moment to consider, raise your hand again and wait to see if you are called on. The clerks will be using discernment about who they call on.
- ✓ If for some reason distraction happens stay muted and turn off your video.
- ✓ If your eyes need a break from the screen, please look away often and focus on something in the distance.
- ✓ Avoid using Chat to converse with others or send messages to the clerks about their conduct of the session. If the chat is to be turned off then this is not needed.

#### At the end of the session

- ✓ This is when it is time to talk with others but do not expect to talk with the clerks or others who may be about to introduce the next session. Remember that you can use Chat to link with someone at this point. **If the chat is to be turned off then this last sentence is not needed.**
- ✓ Ask, via chat, the 'host' to put you with another Friend or two into a breakout room if you wish to have a one-to-one conversation or a small group conversation. **Though this can only be done if chat is turned on. I suppose they could phone the host!**
- ✓ Do not expect the 'host' to be there throughout the breaks between sessions.

### **If connected by phone**

- **How to find out who they are ?For the host to be able to name them on screen.**
- To indicate that you wish to speakunmute.
- The information for those zooming holds true for you too.

### **If you are face to face**

#### Before each session

- ✓ Have any papers you need such as Documents in Advance, White and Gold papers, in reach.
- ✓ If you are using hearing aids, please have them sorted before you come into the meeting.
- ✓ Check that your cellphone is switched off or silent.
- ✓ If you have physical needs, meet them as unobtrusively as possible.

#### On entry to the session

- ✓ Remember that you are coming into a Meeting for Worship even if it is before the appointed time. Those there may be settling into worship. If people are talking or moving around in the room it may be that they are preparing for the session.
- ✓ Please settle down into the Meeting for Worship.

#### During the session

- ✓ Maintain the worship.
- ✓ During opening and closing periods of waiting worship, if you feel called to give vocal ministry, make sure no other Friend is beginning to offer. Stand, wait for a microphone, offer your ministry, and return the microphone.
- ✓ If you wish to give vocal ministry (give a contribution to the discernment/speak) put up your hand.
- ✓ If you are called on to speak, stand, wait for the microphone and first give your name and Monthly Meeting before speaking. Remember not all Friends on zoom may be able to see you and they will only hear you if you use the microphone correctly.
- ✓ At the end of your speaking please return the microphone and sit down.
- ✓ If you have not been called on to speak and still feel moved to speak after you have listened to the speaker, take a moment to consider, raise your hand again and wait to see if you are called on. The clerks will be using discernment about who they call on.