



GUIDELINES FOR PROGRAMS VIA VIDEO CONFERENCING

1. Video conferencing is an option when the program speaker cannot be physically present at the meeting, e.g., they are in Beirut Lebanon. Contact the Program Chair if this is of interest.
2. Once confirmed with the Program Chair, provide your intended speaker with the Guidelines for Rotary Speakers document and confirm that the intended speaker can present via Microsoft Teams, which is the preferred platform to improve the likelihood of technical success. If your intended speaker cannot use Teams, have them suggest other platforms that they could use.
3. The Program Chair will involve Steve Fox and Rahul Argade who will facilitate the technical aspects and will also decide whether a platform other than Teams can be used.
4. Either of the above will email the program speaker a link inviting them to a Microsoft Teams (or other platform) meeting.
5. At about 7:15 AM (Central Time) on the day of the program, one of them will initiate the video conference with the program speaker and test the audio and video connections. The program speaker is welcome to listen to the meeting. At about 8:00 AM, you will introduce the program speaker and they will present their program.
6. As the program host, you will be responsible for walking the remote microphone to audience members that have questions or comments for the program speaker. The microphone amplification is needed so that the program speaker can hear the questions through the speaker on the Club laptop.

This document is available at www.LFLBRotary.org