

# VIRTUAL REFERENCE COMMITTEE PROCESS

## STEP 1



### SUBMISSION and REGISTRATION

- ✓ Resolutions must be received at KMA Headquarters via email at [annualmeeting@kyma.org](mailto:annualmeeting@kyma.org) by the deadline to be considered (July 17)
- ✓ All resolutions received by the deadline are posted to the KMA website for membership review (July 21)
- ✓ *Register for the virtual reference committee meeting via Eventbrite.* [www.kyma.org](http://www.kyma.org)  
A Zoom link will be emailed to you the week of the virtual reference committee meeting

## STEP 2



### RECOMMENDATIONS

(Jul 17-Aug 15)

- ✓ Resolutions follow the normal vetting process which includes review and recommendations made by the KMA Commissions, Executive Committee, and Board of Trustees
- ✓ Board of Trustees recommendations posted to the KMA website. Members will be informed via email when available.

## STEP 3



### HEARING

(Aug 16)

- ✓ Reference Committee hearing held via Zoom (August 16 at 9:00am ET)
- ✓ Reference Committee members deliberate to create their report following the hearing
- ✓ Reference Committee report posted to the KMA website as a consent calendar (August 18)

## TIPS



### STEPS FOR SUCCESSFUL PARTICIPATION

- ✓ Ensure you have a Zoom account and/or the ability to utilize Zoom from your desktop or laptop
- ✓ Familiarize yourself with Zoom "buttons" which can be found at the bottom of your Zoom screen and outlined on the next page.
- ✓ Test your microphone and speaker prior to the virtual reference committee hearing.
- ✓ Join the virtual reference committee hearing early to ensure you have connected successfully.

# VIRTUAL REFERENCE COMMITTEE INFORMATION AND RESOURCES

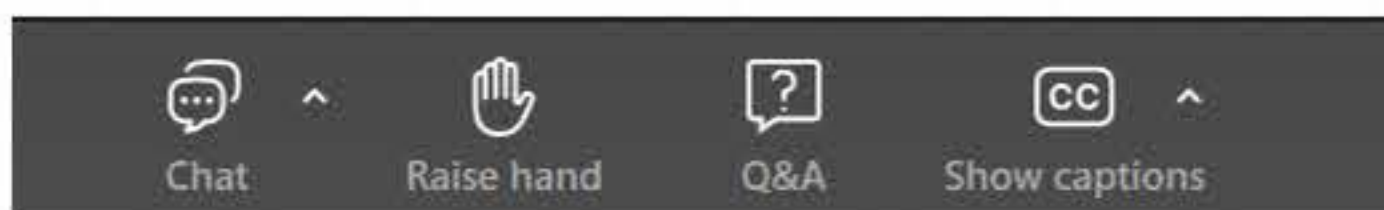
## ZOOM WEBINAR



### THINGS TO KNOW

- ✓ The virtual reference committee will be held via Zoom Webinar. When you join the webinar, your camera and microphone will be disabled. You will be able to see and hear KMA staff and members of the reference committee who will provide information on participation.
- ✓ Attendees must be able to have their name displayed. If you are joining from a mobile device, you may need to add your name manually. Attendees who cannot be identified by name may be removed from the meeting.
- ✓ The reference committee chair will announce the resolution being considered. If you wish to offer testimony, you will utilize the "raise hand" Zoom button and be added to a queue. The Chair will recognize attendees in the order in which they are queued.
- ✓ Once you have been recognized by the Chair, KMA staff will move you to a "panelist" position. This will allow your camera and microphone to be turned on.  
Please engage your camera and microphone and identify yourself by name and provide testimony. When you have concluded your testimony, you will be moved back to a "participant" position, which will disable your camera and microphone until you wish to provide additional testimony.
- ✓ The Q&A function can be used to submit technical questions to KMA staff.

### ZOOM CONTROLS



When you join the webinar, you should be able to see the icons shown above at the bottom OR top of your screen depending on your settings. When you click on the icon, it will allow you to access that feature.

CHAT: This function will not be available during the reference committee meeting.

RAISE HAND: Should be used when you want to enter the queue to provide testimony on a resolution.

Q&A: Should be used to submit technical questions to staff.

SHOW CAPTIONS: Can be enabled to show captions in real time.