

■ **USE OF THE TEXT CHAT**

If you decide to use the chat, alert participants whether you will be monitoring the Chat feature in the meeting. Consider having a second staff member moderate the Chat feature. Having a second staffer is also helpful if you use the breakout room function.

■ **RULES**

Post simple rules in chat before you begin (see your applicable Metropolis Rules and Regulations document for more).

■ **PARTICIPANT NAMES**

Give direction in regard to participant display names. If any media is to be shared from (pictures or video) it is safest to have participants disable their display names to protect their privacy.

■ **DISTRIBUTE MATERIALS**

If there are any materials that participants will need before for the session, make sure that they are sent before the meeting. Make sure any content that will be read like an article or a bible verse is sent electronically. When possible screen share materials to be read.

■ **MUTE**

Remind participants to keep themselves on mute so that we can hear whoever is speaking clearly.

■ **EVERYONE GETS A CHANCE**

Explain that we will be “popcorning” around so everyone gets a chance to speak. You share first, then send to someone else. Remind participants they can always choose to pass if appropriate.

■ **CHECK IN AS NECESSARY**

Also, explain that if there is some disagreement on the chat or in discussion that the session will be paused to check in with everyone.

- “It’s hard to read the tone from the chat, _____ can you explain to _____ what you’re saying?”

■ **EXPLAIN HOW BREAKOUT ROOMS WORK**

If you are using breakout rooms during the meeting, explain to the participants how that works.

- Time limits
- Returning to main room when done (or not)

