



Information for ICDD
Members, Guests & Staff.
Answers to
Frequently Asked
Questions.

Thank you for joining ICDD for this new virtual adventure! Here's a summary of all you need to know about ICDD's Virtual Spring Meeting Week.

In general, this is how the week will run....

Open Subcommittee Meetings

A new Zoom link will be created for each day, beginning Monday afternoon for the Scholarship meeting, and ending Thursday afternoon with the XRF Subcom meeting. The Zoom link for the days' meetings will always remain open. A thirty (30) minute break is scheduled between most meetings. Participants can join any meeting, and leave and rejoin at anytime throughout the day.

Closed Committee & Subcommittee Meetings

Members and Guests will not be able to join closed meetings.

Friday is Webinar Day!

Because ICDD is anticipating a large audience on Friday for the Keynote presentation, Technical Committee Meeting, and Annual Meeting of Members, the Zoom Webinar platform will be used. Members, guests and staff will still join Friday's meetings through a Zoom link, but the Zoom screen will look slightly different. Participants will not be able to turn on their audio or video. Only Board Members, Chairs and Presenters will be visible. Questions from participants can be sent through the Q&A feature. This will help give Friday's large meetings a more organized appearance, and keep our presenters minimally distracted.

Tuesday Social

Put all your pre-2020 travel experience to good use and join us for 'Around the World' Trivia! Prizes will be awarded to the top three winners. All you will have to do is join us on Zoom and have this link - <https://quizizz.com/join> – ready or download the Quizizz app on your mobile device. We will explain the rest on Tuesday. Grab your favorite snack and drink – we will see you there!

And Now for Some Questions....

How do ICDD Members, Guests and Staff Join the Meeting?

For your convenience, a meeting Schedule with the Zoom links for open meetings has been attached to this email. Members can also visit the "Members Only" website for any and all meeting information. If you do not remember the username and password to access the Members Only site, please contact Denise Zulli: zulli@icdd.com.

If you have never used Zoom, you will need to download the app and create a login. Zoom will prompt you to do this when you click on the meeting link. If you do not have computer audio and need to dial into the meeting by phone, you can find your local number here: <https://us02web.zoom.us/j/kcDhTpfQvN>.

How will we make a Motion and Vote during a Virtual Meeting?

As in any meeting, a Motion needs to be "made" and then "seconded". At that time, the Chair will ask if there are any objections. If there are none, then the motion passes with unanimous consent. If there is an objection, the Zoom moderator will use the Zoom poll feature to ask everyone in attendance to vote.

***Important! Please Read:** Associate Members, Student Affiliate Members, ICDD Staff and Guests may not vote. Only Active Members may vote on a Motion for a committee or subcommittee of which they are a member. Please reference the ICDD 2021 Directory (posted on the Members Only website) to view committee rosters.*

Zoom Etiquette - How Can we Control Discussions?

The hardest part of Zoom is the live discussion, especially with a large group. This is hard, even for the most experienced Zoom Host. Everyone will be muted when they join the meeting, but they can unmute themselves to ask a question or make a comment. Please do not unmute yourself until the Chair has called on you. You can use the “raise hand” feature in Zoom, or the “Chat” box if you have a question or comment. The Chair will call on you when it’s your time to speak. The Zoom Moderator will look for “raised hands” and messages in the chat box, and will alert the Chair.

Will Break Out Rooms be available?

Yes! Any member, guest or staff can request a breakout room for a private conversation with another attendee(s). Break out rooms can also be used for one-on-one instruction or demonstration by an ICDD staff member. You can request a break out room by contacting Steph Jennings, either through the Zoom Chat Box or by email: sjennings@icdd.com.

Do you have a Virtual Background that I can Use?

Yes!! If you visit the Members Only website, you’ll see a link for the ICDD Spring Meeting Virtual Background. Please feel free to use it during Meeting Week.

Will the Meeting be Recorded?

All the meetings will be recorded for the purpose of recording meeting Minutes. If a screen shot picture is to be taken, the participants will be notified first, and have the opportunity to turn off their video, or leave the meeting.

What About Roll Call and Attendance Forms?

There’s no need for roll call or attendance forms. Zoom creates a report with the names of everyone that joins the meeting – the time they enter and leave, rejoin, etc.... That report will be used to generate an attendance list for each meeting.

What if I still have Questions?

Something not covered? Still feeling uneasy about a virtual meeting? Don’t hesitate to e-mail Denise Zulli: zulli@icdd.com. If she can’t help you, there’s someone on the ICDD Staff who can!!!!

It’s going to be a great week. Thanks in advance for all your time and effort!!!