

Florida Council of Chapters (FCoC) Leader:

Attached please find the agenda for the 8-9 January Virtual Leadership Forum. This year's forum follows a schedule quite similar to the previous years' in-person events. The COVID crisis has necessitated a virtual event, to be held using the Zoom platform. You will note that the two days are structured with MOAA National presentations in the mornings, and FCoC presentations in the afternoons. There are three Zoom links/invitations provided. The invitations for Day 1 (8 January) and Day 2, (9 January) require you to register. Doing this is easy and intuitive. Look at the info for each day, and where it asks you to register in advance with a link, click on it and do so. Also note that there is a separate session in the morning of Day 2 for the Surviving Spouse *training*. A third Zoom link is provided for this session; this one does not require registration as do the first two.

NOTE: ZOOM SESSION WILL OPEN STARTING AT 0830. UNFAMILIAR WITH ZOOM? LOG IN EARLY

A couple of notes on procedures/etiquette:

- Once registered for one day or both days, you can enter, leave and re-enter at your discretion while the session is active using the link on **that day's** invitation email. **RECOMMENDATION:** If you plan to leave, turn off your video or cover it (I use a piece of black tape) or close your laptop
- Remember to turn on your video.
- Keep your system muted unless you need to speak/ask a question.
- Participants will be muted when joining, but you can unmute / re-mute when needed (be aware of noises around you and mute when needed. (Barking dogs, phones, music, background noise).
- Use the "Chat" button for posing questions - a moderator will be collecting questions to be answered by the presenters online or by chat / email after the presentation.
- Ensure the background (area behind you) is appropriate and not a distraction.
- Look into the camera when speaking, not at yourself.
- Try to avoid moving around the room. This creates a distraction. If you need to leave, move around, etc., turn off the video momentarily.
- If you are having trouble connecting or re-connecting text Pat Kluever at: 540-775-4955 or Mike Borders at 703-795-8776 or email Pat at Patkluever@gmail.com or MBor57@aol.com for assistance.
- Both sessions will be recorded and the recordings will be made available upon request
- If you will participate in the IT/website/Committee Module training, it is highly recommended that you use two laptops/computers. One to follow the presentation, and the other to log into your Committee Module, look at the website, etc.

DAY 1:

Hi there,

You are invited to a Zoom meeting.

When: Jan 8, 2021 08:30 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZApquipqTstHtwlxKUJSg8556Nw6fORIG6H>;

After registering, you will receive a confirmation email containing information about joining the meeting.

DAY 2:

Hi there,

You are invited to a Zoom meeting.

When: Jan 9, 2021 08:30 AM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZcqf--tqz8sHNQ0TKmgnNaNnVQVqwNAC_ft;

After registering, you will receive a confirmation email containing information about joining the meeting.

NOTE: The following is for the Surviving Spouse training session on Saturday, 9 January from 1035-1205.

Erin Stone is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81988376679?pwd=VXhEZzZY1QyQ3hUcWRWdmRyZ1lOQT09>

Meeting ID: 819 8837 6679

Passcode: 763341

One tap mobile

+13017158592,,81988376679#,,,,,0#,,763341# US (Washington D.C)

+13126266799,,81988376679#,,,,,0#,,763341# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 819 8837 6679

Passcode: 763341

Find your local number: <https://us02web.zoom.us/j/81988376679>