

Courtesy at Board/Committee meetings

New technology has increased participation in CCLHO Board of Director and Committee meetings. CCLHO truly appreciates your continued participation and is excited by the ability to include all points of view on numerous far reaching issues. This message is to remind all of us to please follow some common courtesy behaviors that promote best meeting results, both for those in the meeting room and for those on the computer/phone.

In the meeting room, please keep to a minimum:

- side conversations;
- rustling of papers (including food wrappers);
- cell phone calls (please place on vibrate); and
- blackberry use.

If participating by phone/computer, please:

- Place phones on mute, if not speaking. If you do not mute, all conversations that you have in your office will be enjoyed by everyone participating in the meeting. Even if you do not have a mute button, you should be able to mute your phone by pressing *6.
- Do not use the hold button.
- Be sure to test the working condition of your equipment before the conference call, not during.
- If you have problems with your connection, we are unable to assist from the meeting room. Please utilize the "For assistance" web link in the meeting invitation.

If you do not seem to have the link and dial in information for the meeting, please check your calendar for the date and time of the meeting. If you accepted the meeting invitation, it should be there.

Please be aware that at future CCLHO Board meetings, disruptions will be muted. Thank you for understanding.