

BlueJeans audio conference meeting guidelines

Prior to each scheduled BlueJeans audio conference meeting, a **direct meeting link** and a **9-digit meeting ID number** will be provided to all participants, via email from the Office of the University Secretary.

When joining a BlueJeans audio conference meeting for the first time, you may be asked to download the BlueJeans application on your computer/device. If so, please follow the instructions provided online. Additional information can be found [here](#).

All BlueJeans audio conference meetings will be opened 20 minutes prior to the meeting start time. For those unfamiliar with BlueJeans, you are encouraged to join the meeting ahead of time to ensure that any difficulties and/or questions can be addressed at that time.

Please use the following meeting protocols:

Confidentiality – Do not share the direct meeting link or meeting ID number, for meetings that are held in closed session or otherwise are not to be made public. Ensure you are in a private location to preserve confidentiality of discussions. Using headphones with a microphone attached greatly improves confidentiality and the quality of the audio.

1. JOINING THE MEETING

Click on the **direct meeting link** provided by the Office of the University Secretary.

When joining the meeting, you will be asked to enter the **9-digit Meeting ID number**, as well as your **full name**.

Be sure to indicate your full name, to ensure your attendance is properly noted.

2. MUTE & VIDEO OFF

If you are using a device with a microphone and/or camera, **MUTE** and/or turn these **OFF**. This will minimize background noise during the meeting.

NOTE: Video conferencing is also available. The Chair may request that those making presentations (and/or for smaller group meetings) utilize the video conference function within BlueJeans, in addition to audio, during a meeting.

3. ROLL CALL

The Secretary/Resource Person will conduct a roll call at the beginning of each meeting to confirm quorum and will maintain a speakers list to assist the Chair in managing the discussion.

4. USING THE BLUEJEANS CHAT FUNCTION

If you wish to speak to an item and/or ask a question, use the BlueJeans **Chat** function to signal to the Secretary/Resource Person that you would like to speak/raise a question.

**** The Chat icon can be found near the top right corner of your screen ****

- The Secretary/Resource Person will keep a speakers list to help manage the discussion.
- The Chair will call on Committee members to speak /Chat when it is their turn, as indicated on the speakers list.
- When the Chair has signaled that it is your turn to speak, un-mute your microphone and speak loudly and clearly so that others who are participating in the meeting can hear you.
- Identify yourself before speaking and be sure to re-mute your microphone once you have finished.
- If you do not have a microphone on your device, type your question/comment through the Chat function. When the Chair calls on you, based on the order of the speakers list, use the Chat function to indicate your question/comment. Type your question/comment in Chat prior to the Chair calling on you. When the Chair calls on you, hit “return” or “enter” on your keyboard to share your question/comment with the committee.
- The Chair will pause and invite members to comment or ask questions before closing discussion on all agenda items.

There may be a slight delay in the audio, so please allow a moment for a response to your question/comments.

NOTE: The purpose of the BlueJeans Chat function is to: (i) signal to the Secretary/Resource Person that you have a comment/question, (ii) communicate your question/comment if you do not have a microphone on your device, when the Chair calls on you, and (iii) provide voting responses. The Chat function should not be used for side-conversations or comments while others are speaking or commenting (i.e. as you would if the committee was meeting in person, allow others to “speak” and be heard while you wait for the Chair to call upon you).

5. VOTING

Voting will be conducted through the BlueJeans Chat function. Once directed to do so by the Secretary/Resource Person/Chair, please type your response through the Chat.

If you are in favour of the motion, please do not respond; **respond ONLY when you vote AGAINST or ABSTAIN.**

A tally will be taken and the results communicated by the Chair at the end of each agenda item discussion.

6. LEAVING THE MEETING

If you need to leave the meeting early, please alert the Chair and Resource Person via the Chat function.

7. EXPERIENCING ISSUES?

If you encounter any difficulties, please contact the IST Service Desk at 204-474-8600 or on the web at <http://umanitoba.ca/ist/help/> as early as possible. Alternatively, you may also email Melissa.Watson@umanitoba.ca.