2020 Annual Business Meeting (ABM)
Frequently Asked Questions (FAQ)

General Registration Questions

1. **Do I have to register to attend the 2020 ABM?**
   Yes, Commissioners, designees, state proxies, and members of the public must register prior to Friday, September 11, 2020. You will receive a confirmation email from *GoToWebinar* once you have completed and submitted the registration form.

2. **How do I register for the 2020 ABM?**
   There are two ways for attendees to register for the ABM. First, you can register on the mic3.net site and click on the "2020 Annual Business Meeting" tab at the top of the homepage. On the Annual Business Meeting tab click on the "Register Now" box.

   Second, if you attended last year's ABM you will have received an email with a link inviting you to register for this year's meeting.

3. **Will there be a charge to attend the virtual ABM?**
   No, the Commission has elected to forgo the registration fee for the 2020 ABM since it will be held virtually.

4. **Will hard copies of the docket book be offered, even though the meeting is being held virtually?**
   Yes, during registration attendees must select either a digital or hard copy version of the docket book. In order to meet publishing deadlines, attendees who would like a hard copy must register by September 4. Registrations received after September 4 will only be eligible for the digital version of the docket book. There is no cost for the hard copy docket book and it will be mailed to the address on the registration form provided by the attendee.

5. **How will I know I am looking at the correct page in the docket book during the general session?**
   The slides used during the general session will reference the corresponding page in the docket book.

General ABM Questions

1. **How does a Commissioner indicate they would like to speak on a topic?**
   Commissioners, designees, or state proxies may indicate they wish to speak on an agenda topic by utilizing the "Chat" features on the GoToWebinar Control Panel. Commissioners, designees, or state proxies should enter their name and/or state to indicated they wish to speak on the item currently being discussed by the Commission.

2. **How will a Commissioner who has indicated they would like to speak be recognized?**
   Staff will notify the Chair that a Commissioner has indicated they wish to speak on the current agenda topic, and the Chair will recognize the speaker by name to indicate they have the floor.

3. **Will Commissioners be limited on how long they can speak on a topic?**
There will be no limit on how long a Commissioner, designee, or state proxy may speak. However, to respect the time required to accomplish the Commission's business and agenda, comments may by limited should the need arise in order to complete items on the agenda.

4. **How will voting on agenda items be done?**
Items on the agenda requiring a simple majority vote, i.e. adoption of the agenda, approval of the 2019 ABM minutes, FY2022 annual budget, consent calendar items and adjournment, will be handled by a voice vote as they have been at previous in-person ABMs.

Items on the agenda requiring a roll call vote, i.e. establishing a quorum, will be done by the Commission secretary calling the Commission roll and the representative from each member state indicating with *yes, yea* or *aye* signaling the representative is in favor of the motion and *no* or *nay* signaling opposition to the motion.

5. **How will voting for the leadership position candidates be done?**
The Leadership Nomination Committee (LNC) has determined that an electronic voting process will be utilized. Commissioners, designees, and state proxies will be emailed a ballot via Constant Contact which will reflect all candidates, including those nominated from the floor if there are nominations made from the floor.

The National Office determined to use Constant Contact so every state is assured the opportunity to vote, state representatives can be contacted and reminded to vote, and to confirm every vote is counted. Voting records will be kept confidential and will not be shared with any party.

GoToWebinar Specific Questions

1. **As a Commissioner or Ex-officio member, I do not have experience using GoToWebinar for meetings and am unsure how to use the system. What should I do?**
The Commission will hold trainings in September to help familiarize Commissioners, designees and state proxies with the system and to answer questions. In addition, Commissioners are encouraged to contact National Office staff for one-on-one assistance. The system is very similar to the GoToMeeting platform used for all of the Commission's standing committee meetings.

2. **Why was GoToWebinar selected for the Annual Business Meeting instead of Zoom or other systems?**
The staff conducted an assessment of 45+ options for the meeting. The GoToWebinar platform was selected based on cost, security, and ability to meet the needs of the organization.

3. **If I have technical difficulties during the meeting what should I do?**
The National Office will have IT present to help Commissioners, designees, and state proxies experiencing IT issues. We recommend anyone attending the meeting prepare for the webinar by utilizing GoToWebinar's Get Ready page! This page will test your system to determine if you have the bandwidth and computer system necessary to successfully attend the 2020 ABM.

4. **If I am unable to login to the meeting what should I do?**
   Due to attendees trying to log on at the same time you may experience difficulty getting into the meeting. We suggest attendees log on at least 20 minutes prior to the meeting to ensure video and audio are working so you are ready once the meeting begins.

5. **How do I mute or unmute myself during the meeting?**
   At the beginning of the meeting all participants will be muted. You will know you are muted because the microphone icon will be red and have a slash running diagonally across the microphone. Prior to the beginning of the meeting staff will promote Commissioners, designees, state proxies, ex-officio members, and panelist to the status of "panelist" and unmute their microphones.

   During the meeting if the microphone icon is struck through and red then you are muted. To unmute yourself simply click on the microphone icon and it will turn green and a dialogue box will pop-up stating, "You are unmuted."

   To mute yourself simply click on the green microphone icon on the control panel. The microphone icon will turn read and a slash through the microphone will appear. A dialogue box will also pop-up stating, "You are muted."

6. **Are Commissioners expected to enable or use the webcam feature?**
   Commissioners and attendees are not expected to share they webcams. GoToWebinar allows 6 webcams to be used at any given time during the meeting. Staff will coordinate those during the meeting for speakers and presenters.

7. **How can I disable the webcam through GoToWebinar?**
   When the meeting begins all webcams will be disabled. If you wish to share your webcam click on the arrow beside "Webcam" for a drop-down box featuring the webcam icon. Click on the webcam icon beside "Share My Webcam" and it should turn green to indicate your webcam is being shared with the audience.

   The webcam feature will only be available to panelist. General attendees will not be able to share their webcam.

8. **Should I use my computer audio or call-in to the meeting?**
   All attendees should select and use their computer's audio. The computer you are using is tied to your registration and will allow the Commission, attendees, staff, and the GoToWebinar platform to identify you.

   To elect to use the computer's audio click on the circle beside "Computer audio" on the control panel once you have entered the meeting. The circle beside computer audio will blacken and fill-in to indicate you have successfully chosen to use that form of audio.