

## Frequently Asked Questions for the November 15, 2022, Virtual GTC Meeting

### **Meeting Rules**

**Q: What if I need to briefly step away from my computer during the meeting?**

A: Attendees will be able to step away from the meeting, however checks and balances will be in place requiring the member to verify that they are actively participating in the meeting, similar to when streaming services ask if you are still watching.

**Q: Do I have to have my camera on?**

A: No, you are not required to have your camera on unless you are recognized to speak.

**Q: Do I need to have a members-only log in?**

A: Yes, you will need to verify your Members Only account if you have not logged onto your account previously in order to pre-register for the meeting.

**Q: Will I be able to see the presenter and presentations?**

A: Yes, the presenter and presentation will be visible to the audience.

**Q: Will I be able to see the agenda on screen?**

A: Yes, the agenda will be visible to the audience.

**Q: Will I be able to see the Business Committee members?**

A: Yes, the Business Committee will be visible to the audience.

**Q: Will others in the meeting be able to see me?**

A: This detail is currently being analyzed at this time. More information will be provided at a later time.

**Q: Can my non-tribal family listen in on the meeting?**

A: No, this meeting is confidential and only accessible to enrolled Oneida Tribal citizens.

**Q: Will there be any chat functions available during the meeting?**

A: All chat functions will be disabled during the meeting.

**Q: Will others be able to see how I vote?**

A: Your individual vote will not be visible to the audience. However, there will be an overall tally of total votes, those who voted “no,” those who voted “yes,” and those who “abstained” from the vote.

**Q: Can I host a watch party for other tribal members? How would this affect the stipend?**

A: Tribal members may view the meeting together, however to receive the \$100 stipend, members must be registered and participating on their own devices.

**Q: Will there be various tribal locations for those who do not have internet?**

A: Yes, however final details are being worked out at this time to address this question.

**Q: Will each attendee be automatically muted? Will I be able to un-mute or will I need to be un-muted?**

A: All attendees will be muted unless an attendee raises their hand icon to speak. Once called upon, that member will be unmuted and have a specific amount of time to talk.

**Q: If I work for the Nation, can I participate and view the meeting while I am at work?**

A: Just like an in-person meeting, work time participation and viewing of this virtual meeting is up to the discretion of that department’s supervisor.

**Q: How can I access the meeting packet?**

A: The Semi-Annual meeting packet was mailed prior to the cancellation of the July 19, 2022, GTC Meeting and this is the same agenda and meeting packet that will be used for the virtual GTC Meeting on November 15, 2022.

A: The meeting packet is available online on the Oneida Nation website and can be accessed by logging onto Members Only, clicking the “GTC portal” option and selecting “GTC Meeting Materials.” The November 15, 2022, Semi-annual meeting packet and report will be located at the bottom of the page.

**Q: Do I need to have a microphone in order to ask questions or comment?**

A: Yes, a microphone is required to speak, ask questions or make comments.

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## Meeting Registration

### **Q: How do I register for the virtual meeting?**

A: Please refer to the Registration Process section above.

### **Q: What happens once I register?**

A: Please refer to the Registration Process section above.

### **Q: If I have not registered before the meeting, will I still be able to attend?**

A: No, you must register \_\_\_ days prior to the meeting. The purpose of the early registration deadline is so that you have time to ensure your device works properly.

### **Q: Do I need to have a current tribal id?**

A: A tribal ID will not be required for meeting registration, although you will need your Tribal enrollment number.

### **Q: Do I need to download the app for the meeting platform?**

A: No, once you have successfully registered for the meeting you will be sent a link that will connect you to the website where the meeting is being conducted.

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## Connectivity / Technical Support

### **Q: Do I need internet access to attend the meeting?**

A: Internet access and connectivity will be required to join the meeting.

### **Q: Where can I go if I do not have internet?**

A: If you do not have internet or a cellular service to your home, then most public libraries and coffee shops have public WiFi and are two common spaces that provide WiFi.

### **Q: Will you provide a device for me to use to access the virtual meeting?**

A: No, the Nation does not have the ability to provide devices to members who live all over the world.

### **Q: Who do I contact if I have technical difficulties?**

A: Technical support and troubleshooting will be provided by InEvent and contact information will be forthcoming in the near future.

**Q: What internet browser will the platform support?**

A: According to the InEvent website, one of the following internet browsers will be required:

1. Chrome (Mac/PC) 56 or most recent (best experience, required for presenters)
2. Firefox (Mac/PC) 44 or most recent (recommended alternative)
3. Safari (Mac) 11 or most recent (recommended alternative)
4. Chrome (Android) 80 or most recent
5. Safari (iOS) 11 or most recent

**Q: Can I use any internet ready device? i.e., phone, tablet, laptop, desktop, smart TV**

A: Internet access and connectivity and a device such as a desktop computer, laptop, cell phone, or tablet will be required.

**Q: How do I log on to the meeting?**

A: Members registered for the meeting will be sent a link to the InEvent meeting platform.

**Q: What is the recommended internet speed needed to access and participate?**

A: According to the InEvent website, 1 Mbit or faster is required to attend the meeting

**Q: How many attendees will be able to join and view and participate at the same time?**

A: InEvent is experienced in handling events on a scale far greater than the Oneida Nation's population for this virtual meeting.

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## **Using Rules of Order**

**Q: How do I vote?**

A: Icons will be displayed at the top of the screen clearly depicting 'yes,' 'no,' and 'abstained.' To vote, the member will click the appropriate icon.

**Q: How do I ask a question or provide comments?**

A: Icons will be displayed at the top of the screen depicting a hand-raising emoji. Once clicked, you will be placed in a queue and you will be called upon when it's your turn to speak. Again, all attendees' microphones will be automatically muted until you are called upon.

**Q: Will I get to make comments?**

A: Yes, you will have that ability.

**Q: How would Robert's Rules work during a virtual meeting?**

A: Robert's Rules of Order will be observed the same as an in-person meeting.

**Q: Will I be able to call for the question?**

A: To call for the question, you will need to raise your hand and be in the question-asking queue. You will be able to call for the question if you are called upon in the queue.

**Q: Will I be able to ask a privileged question?**

A: To ask a privileged question, you will need to raise your hand and be in the question-asking queue. You will be able to ask your privileged question if you are called upon in the queue.

**Q: How will the Chairman keep track of who is up next for questions/comments?**

A: Those who raise their hand to speak will be called upon in the order they raised their hand. The InEvent platform orders hand raises chronologically. The Chairman will be able to see all the hands that are raised and the order they were raised in.

**Q: How will I submit comments or questions?**

A: You will be required to raise your hand during the meeting to provide commentary or ask questions. You will be placed in line to speak in the order you raise your hand. Written comments/questions will not be permitted on the virtual platform.

**Q: How will I know my vote has been counted?**

A: When it's time to vote, your voting options will be displayed for your choosing. Upon tallying of votes, the platform will automatically lower hands indicating your vote has been counted.

**Q: How will I see what is being presented?**

A: All topic presentations will be displayed on your device.

**Q: I've never attended a GTC meeting, how is the meeting run?**

A: For meeting guidelines and a guide to Robert's Rules of Order (the structure in which the meeting is run), please visit: <https://oneida-nsn.gov/government/general-tribal-council/>.

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## **On-Line Meeting Security & Other Security Issues**

### **Q: What will you do to ensure a safe environment online?**

A: The InEvent platform meets all criteria the Oneida Nation used to vet prospective vendors, including online security.

### **Q: Will I be able to access and view recordings from any virtual GTC meetings?**

A: Just like an in-person GTC meeting, this virtual GTC meeting will be recorded and will be made available upon request with a completed Records Request Form.

### **Q: How will we maintain confidentiality with an online meeting?**

A: We rely on each member to fulfill their responsibilities to keep the information within the meetings confidential.

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## **GTC Meeting Stipend**

### **Q: Will there be a stipend?**

A: Yes, just like an in-person meeting, the option to accept the GTG-approved \$100 stipend will be made available during the ...registration process?... for eligible members. There WILL NOT be a gift card option available for the virtual GTC meeting.

### **Q: Do I have to tune in for the whole meeting?**

A: Attendees will be able to step away from the meeting, however checks and balances will be in place requiring the member to verify that they are actively participating in the meeting, similar to when streaming services ask if you are still watching.

### **Q: What happens if I only have one computer per house but there are more Members within the household watching-how will they receive the stipend?**

A: Each member attending the meeting will need to check-in and view the meeting from their own device in order to receive the meeting stipend.

### **Q: What happens if I lose internet connection, do I still get a stipend?**

A: InEvent will provide technical assistance via chat support 24 hours a day, seven days a week.

### **Q: What happens if I am late/leave early?**

A: In order to receive the meeting stipend, members must attend the meeting in its entirety.

### **Q: Do I have to watch the whole meeting?**

A: Attendees will be able to step away from the meeting, however checks and balances will be in place requiring the member to verify that they are actively participating in the meeting, similar to when streaming services ask if you are still watching.

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