

Frequently Asked Questions for the November 15, 2022, Virtual General Tribal Council (GTC) Meeting

Meeting Registration

Q: How do I register for the virtual meeting?

A: The following information is instructions on how to register for the meeting:

- Members will register online by navigating to the Oneida Nation website (Oneida-nsn.gov) and logging into their Members Only account.
- Upon logging in and arriving at the Members Only homepage, members will need to click the tab titled, “Virtual GTC Meeting Registration” which is located at the lower right corner of the page.
- Members will then be routed to the InEvent website where they will be prompted to provide their enrollment number in the space provided and will then need to click the “next” icon.
- Thereafter, members will be directed to the Enrollment Form page where they will enter their personal registration information such as their:
 - First name
 - Last name
 - Enrollment number
 - Email address
 - Phone number
 - Date of Birth
- Toward the bottom of the Enrollment Form under “Visible to others” there will be a question that says, “Do you want your profile to be visible and engage in networking.” Please select “no” as this will not affect your ability to engage in the meeting.
- Also located at the bottom of the Enrollment Form is a check box that members will need to select acknowledging their agreement to the terms of service.
- Members will need to click the “Confirm” button to submit their Enrollment Form.
- Upon clicking “confirm,” members will be brought to a confirmation page that thanks them for their submission.
- Also on the confirmation page will be a “Go to Event” icon that members can click to be sent directly to the Virtual Lobby for the GTC meeting.
- Lastly, members will be sent a unique link to the email they provided during registration
 - Members will need to click the unique link sent to their email to join the Virtual Lobby and then will have access to join the meeting.

- The unique link may only be used by the individual tribal member who received it.

Q: What happens once I register?

A: After completing registration, members will be sent to the confirmation page where they can click the “Go to Event” icon which will send them directly to the Virtual Lobby for the GTC meeting. Below are more details regarding what to expect after completing virtual GTC registration:

- members will be sent a unique link to the email address they provided during registration
- Members will need to click the unique link sent to their email to join the Virtual Lobby and then will gain access to join the meeting.
- The unique link may only be used by the individual tribal member who received it.

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

A: Must register by 5:00 pm on Monday, November 14, 2022, to attend 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 Virtual Lobby on the InEvent website where the meeting is being conducted.

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 their viewing device during meeting. However, they will need to meet an undisclosed minimum number of in-meeting check-ins. Similar to how a streaming service asks, “Are you still watching?” This measure is in place to ensure attendees are actively participating in the meeting.

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 register for the meeting. If you have verified your account and logged in previously but forgot your password, please utilize the “password reset” option on the Member Login page to reset your password.

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, logged into the meeting (using their unique link sent to their email) on their own devices, and must meet an undisclosed minimum number of in-meeting check-ins similar to how a streaming service asks, “Are you still watching?” This measure is in place to ensure attendees are actively participating in the meeting.

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 or ask questions. All smartphone devices, laptops, tablets, and most desktop computers have built-in microphones.

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 unique link via email that will provide them access to the virtual lobby located on the InEvent website where the meeting will be conducted.

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

A: According to the InEvent website, 1 Megabyte 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.

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 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/>.

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.

GTC Meeting Stipend

Q: Will there be a stipend?

A: Members will be eligible to receive the \$100 GTC-approved stipend if they meet the following requirements:

- Are registered and logged into the meeting (using the unique link sent to their email address provided after completing registration) within 15 minutes of the start of the meeting (Must join meeting by 5:15 pm CST).
- Attendees will be required to meet an undisclosed minimum number of in-meeting check-ins
 - Like a streaming service asking, “Are you still watching?”
- Attendees may leave the meeting by clicking the “Back to lobby” option located at the top left corner of screen.
 - Attendees will be asked “Do you want to leave this room?” and will need to click “yes” to leave the meeting.

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

A: Attendees will be able to step away from their viewing device during the meeting. However, they will need to meet an undisclosed minimum number of in-meeting check-ins. Similar to how a streaming service asks, “Are you still watching?” This measure is in place to ensure attendees are actively participating in the meeting.

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: To be eligible to receive the stipend, each member attending the meeting will need to use their unique link to join the meeting from their **OWN DEVICE** and meet an undisclosed minimum number of in-meeting check-ins, like a streaming service asking, “Are you still watching?” This measure is in place to ensure attendees are actively participating in the meeting. To clarify, more than one member can attend the virtual meeting from one device. However, only the one member who is using their unique link will be eligible for the stipend if they meet the requirements mentioned previously.

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 join the meeting and meet an undisclosed minimum number of in-meeting check-ins, like a streaming service asking, “Are you still watching?” This measure is in place to ensure attendees are actively participating in the meeting.
