

## Guidelines for an effective Webex Video Conference

As we are navigating the temporary landscape of open meetings during these unprecedented times, thank you for being patient as we work together to continue the operations of the Nebraska Children's Commission and all its Committees, Subcommittees and Workgroups. We appreciate your participation.

Here are some tips for video conference attendees:

- Be prepared.
  - [Download](#) the "Webex Meetings" app for Apple, Android, or personal computer.
  - Familiarize yourself with Webex by watching a brief [video](#), or reading a short [article](#).
  - Print or have available all handouts for the meeting. Handouts will not be displayed during the meeting due to limited resources at this time.
- Remember, everyone that is on the video call can be seen. The conference will be recorded to aid in the preparation of meeting minutes. No recording will be published or released publicly.
- Be present during the meeting - No multitasking.
- Contribute. Participants will be muted when joining. To contribute, a "[raise your hand](#)" feature is located to the right of your name in the participants list. The host will unmute your microphone after raising your hand.
- It is OK to eat and take a break as needed.
- Most of all, be patient and understanding. Technology is a great tool, but it can be unreliable and inconsistent.