



A QUALITY PROGRAM
of the AMERICAN COLLEGE
OF SURGEONS

**CoC Meetings at Clinical Congress
October, 2020**

Virtual Meetings Tips

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Tips for Participants:

- Review the agenda and materials in advance of the meeting/webinar/webcast.
- Log into the meeting/webinar (CoC Member Organization/State Chair Town Hall) at least 5 minutes prior to the start time.
- Log into the webcast (CLP Meeting, Plenary Session) at least 15 minutes prior to the start time, to ensure you have a spot, since these meetings may exceed capacity.
- If you have concerns about internet connectivity, it is best to use the dial in number for the videoconference, so you remain connected through the meeting/webinar even if you lose video.
- During the webcasts, you must be logged in through a computer in order to participate.
- When participating in large meetings, we recommend accessing the internet via a land line.
- Keep your microphone or phone on mute when not speaking.
- For the CoC Plenary session, if you have a question, please type it into the chat feature on the bottom right of the screen.