

Hello AWSC Members and Guests,

The Assembly is just around the corner and I am writing to provide you with some guidance prior to the AWSC upcoming Assembly.

We are asking that everyone join the meeting by time 12:15 PM the ZoomWaiting Room will be opened up at 12:00 PM, for the stragglers a decision has been made to stop entering individuals at 12:30 PM.

First and foremost, we need to ask you all to be patient as the tech team enters you into the virtual Assembly. The tech team will be working off the list provided to us by your District Representative and/or invited guests. When you log onto Zoom please provide the tech team with your first name, your role, and the District you are representing this will expedite the process of registering.

In the spirit of anonymity, we ask that all attendees use the video camera feature at all times, please do not use a virtual background, please be certain that only your first name and last initial, your role is displayed on your computer/iPad/iPhone. We also ask that everyone keep their systems muted at all time unless you are providing a report.

We also ask that you refrain from unmuting your computer during the Assembly in the event you have an overwhelming desire to applaud after a report is given. There is a mechanism for you to utilize on your system (see attached cheat sheet) thumbs up! We know we are appreciated by each and every one of you for our service roles.

The Chat feature will be utilized for the functions;

- 1) To send a motion to the Area Secretary (Taffy P)
- 2) To vote on acceptance of the Treasurer's Report and Secretary Report
- 3) To ask questions if need be

If you have a proxy please forward it the Area Secretary Taffy at [taffy2002@yahoo.com](mailto:taffy2002@yahoo.com) by June 11, 2020.

Please familiarize yourself with the attached document who has a voice/vote or voice only. Also attached is a revised Zoom Cheat Sheet for your reference.

Looking forward to see you "virtually" on Saturday.

LIS,  
Elaine M  
CT Area Chair