

## Preparing for LHRT's 2014 Midwinter Meeting

Bernadette A. Lear, January 2014

### Introduction

Meeting virtually saves LHRT members and their institutions substantial travel costs. However, this comes at a price: all of us must be proactive and flexible in learning new technologies. The LHRT 2014 Midwinter Meeting will be held via Skype, which accommodates up to 25 people in a group call and which many people already use for personal communication. Please take some time before our meeting to learn and practice Skype. Below are some tips and resources.

### Meeting date and time

January 16, 2014, 11:00am-1:00pm EST

### Several days before the meeting

- Ensure that you have the current version of Skype on your device. For downloads, see <http://www.skype.com/en/download-skype/skype-for-computer/>
  - If you have never used Skype, there are several tutorials on YouTube. Although it's a year old and some minor details have changed, the "How to Set Up Skype" video by Lovell Communications is very helpful (see <http://www.youtube.com/watch?v=nzU7tUldE7s>)
  - See also Skype's support web site at <https://support.skype.com/en/>
- Ensure that Skype is actually \*working\* on your computer, including your Internet connection, Skype software, microphones, and earphones. If you'd like to do a test call, Skype me anytime before January 16<sup>th</sup> and we can "practice" together.
- Add me (Bernadette Lear, Skype name balibra76, e-mail [bal19@psu.edu](mailto:bal19@psu.edu), Middletown, PA) to your list of contacts.
- E-mail me ([bal19@psu.edu](mailto:bal19@psu.edu)) your Skype user name so that I can add you to LHRT's group conference call.
- Read the meeting agenda and related reports. Please contact me (e-mail [bal19@psu.edu](mailto:bal19@psu.edu)) if you have questions or concerns

### The day of the meeting

- Again, ensure that Skype is actually \*working\* on your device, including your Internet connection, Skype software, microphones and earphones.
- Have a copy of the agenda at hand. Also bring your feedback and ideas for any of the "Current and New Business" items.
- Several minutes before the meeting begins, open Skype on your device.
- Around 11:00am EST, you should receive a Skype call from me. Please "answer" the call!

### Ground rules

- During the "Introductions" section of the agenda, all attendees are required to state their full name and institution. This information will be recorded for the meeting minutes, which are required by ALA. Those who decline to identify themselves will be dropped from the call.
- When you are not talking to the group, please mute your microphone by clicking on the microphone icon at the bottom of the Skype screen. Doing so reduces background noise and distractions.

- When you wish to speak, please unmute your microphone, identify yourself, and say your comments. Given limited time on the agenda, please be relevant and brief.
- Although LHRT Executive Committee meetings often proceed informally, our official parliamentary manual is the current version of Robert's Rules of Order. The current LHRT Chair (me, Bernadette Lear) presides over the meeting. Please heed my direction in terms of when to speak, when to wrap up comments, when to vote, etc.
- All LHRT members have a voice in discussions; however, only elected officers (the Chair, Immediate Past-Chair, Vice-Chair/Chair-Elect, Secretary-Treasurer, Secretary-Treasurer-Elect, and the Members-at-Large) may vote on motions. This is per LHRT's bylaws.
- Even if some attendees have technical difficulties, the meeting will continue as much as possible. Please try to troubleshoot problems on your end. If urgent, contact me via e-mail ([bal19@psu.edu](mailto:bal19@psu.edu)) or text message (717-649-3482).

BAL, 1/6/2014