

How to join the special Board meeting as a participant or observer:

To participate in this special meeting of the UUA Board of Trustees you must have two tools at your disposal:

- 1) A high speed internet connection to your computer, so you can view the Persony conference screens during the meeting, and
- 2) A telephone that you can use, simultaneously with your internet connection, to dial into our teleconferencing system. The UUA Board has arranged for a special toll-free 800# for you to use for this meeting, so that you will not have any long distance telephone charges.

NOTE: You will **not** be notified of the phone number to call for the audio conference until you are registered and actually enter the Persony portion of the conference.

To join the Board meeting you must go to the Persony web site IN ADVANCE of the meeting time, and enter your registration information.

You can register for the meeting at any time. There are limited guest and observer seats available, and they will be allocated on a first come, first registered basis. Once all available seats are taken, you will no longer be able to join the meeting.

Go to this site to register:

URL: <http://persony100.uua.org/?meeting=2326397>

Click on the **REGISTER** button, and enter the required information.

The registration page looks like this (screen image below), and the Registration button you need to click is circled...



Special Meeting, UUA Board, Feb 4, 2010 7:00pm to 9:00pm Eastern Time

Hosted by: [UUA Board](#)

Special Meeting of the UUA Board of Trustees to consider Motion on transforming UUA Governance, and such other business as may come before the Board. Agenda materials will be posted at <http://uua.org/aboutus/governance/boardtrustees/agendas/index.shtml> in advance of the meeting.

A screenshot of a web page for a meeting registration. The page is light gray with a white background for the content area. At the top left, there is a small UUA logo. The main content is organized into sections. The first section is titled "Meeting ID: 2326397" and features a "Register" button with a document icon, which is circled in red. Below this are two buttons: "Click to Join (Registered users only)" and "Start Meeting (Moderator only. Login required.)". The second section is titled "Date/Time: Thursday February 04, 2010 7:00 pm" and includes "Eastern Standard Time" and "Duration: 02:00". There is a "Download iCalendar" button with a calendar icon. The third section is titled "Login:" and states "Participants need to register first." The fourth section is titled "Telephone:" and has an empty input field. At the bottom, there is a "Share it:" section with icons for Facebook and Twitter.

Some fields on the Registration screen are **marked with an *** and they **must be completed**. This information allows all the participants to know who is attending and where they are from.

Don't miss the a **little box at the bottom of the registration form** with a simple math question that you have to answer (correctly!) and which helps makes the registration process secure.

After you have successfully registered you will receive an email containing your registration "ticket". This includes a web link that will take you right into the meeting on Feb. 4th.

It is essential that you retain this URL link info, because that is the only way you can join the meeting.

Spam alert: Some people (a small percentage) have reported that this required email was not received, or could not be found. Before you do anything else, please check all your spam folders for the message. It will have the word "registration" in the subject line, and the text "persony100" within the message, so you should be able to search your mail boxes for one of these terms.

On Thursday night, prior to the Meeting:

About 10 or 15 minutes before the meeting is to begin (i.e. 6:45 or 6:50 pm ET), you should click on the registration URL in your email, and then join the Persony portion of the meeting.

Once you have entered the Persony portion of the meeting and joined the meeting, you are ready to call the teleconferencing system and join the audio portion of the meeting. The **phone number** and **attendee code** that you will need will be listed on the Persony Meeting page (reached via your registration URL or "ticket".)

Our goal is to have all participants and observers joined in the meeting and the conference call no later than 7:00pm ET, as the meeting will begin promptly at that time.

We appreciate your interest in this work, and your patience as we learn to use these new technologies.

Tutorial on using Persony

If you have never participated in a Persony conference meeting, or need a refresher, you may want to view a 5 minute web-based tutorial on using Persony, which was put together by Rev. Phil Lund of the Prairie Star District staff. It is not specific to this UUA Board special meeting, but it should give you enough information to be able to successfully participate in the meeting. You may view this tutorial at:

<http://www.psdoua.org/Workshops/HowToTakeAnOnlineWorkshop>

Muting your Phone.

If you are not actively speaking during the conference call, it will be of great help to everyone if you will "mute" your phone. Muting avoids any background noise from your location being heard by others. Some phones have a MUTE button on them; if so just use it. If not, you can mute and unmute your phone by pressing *6 on your telephone keypad.

Getting the attention of the meeting moderator during the meeting:

On the tool bar at the top of the Persony meeting room screen, you should see an icon of an open hand. Clicking on this gives you the option to raise a "hand" signal beside your name in the participant list. This will let the moderator know you desire to be recognized. Given the size of this meeting, it is unlikely that many observers will be able to be recognized, so please be considerate.

Still need Help?

If you have difficulty registering, or entering the meeting, please email or call the UUA Technology Help Desk at boardhelp@uua.org or 617-444-9882

If you have not resolved any questions that you have with registration or joining before the meeting begins, we will not be able to help you, and you will just miss the meeting.

By a very special arrangement, the UUA Technology Help Desk has offered their help during their regular hours of 9am - 4pm ET, Mon-Fri, and will be happy to help you with registration and joining questions. Do note that their mission is to serve the UUA staff, and that is their priority. They will respond to your questions as soon as they can, but they caution us that this may often take an hour or more to get back to you, so don't expect a live person to answer your call, or an immediate call-back. Also note that this offer of help is by a special arrangement during this first experiment with a live UUA web-based Board meeting, and they are NOT AVAILABLE for other technology questions from anyone outside UUA staff, at any time.