



INSPIRED LEADERS
SHAPING CITIES

IDA Roundtable Guidelines

IDA wants to make sure that roundtable discussions are successful for everyone who attends. This includes making sure everyone has a chance to raise their questions and ideas and be heard by all while respecting the timeframe allotted for the meeting. IDA has developed a few etiquette guidelines that we kindly ask everyone to follow.

- Adjust your name when you log in to the meeting: **Name – Organization** (e.g. David Downey – Int’l Downtown Assoc).
- When you join the meeting, please **mute your microphone** by clicking the microphone icon on the Zoom toolbar, located at the bottom of your screen. When muted, the icon will have a red slash through it. Please stay on mute throughout the roundtable when you are not talking.
- Since we are separated by distance, help everyone feel like they’re in the same room by **using video**. Out of respect for the other participants in the room, please prepare to have your video on for the duration of the roundtable.
- Please use the **hand raise** reaction to tell the moderator you would like to unmute yourself and add to the discussion. This ensures that one person is speaking at a time for a more productive conversation.

