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.