

# 2020 Department of Florida Virtual Convention

## Online Meeting Instructions

Due to the current Covid-19 situation and an overriding concern for everyone's safety, this year's Department Convention will be conducted "virtually" beginning at 0930 am. As I only have about half of the Department member's emails, please pass this along to those in your post who do not have an email listed. Also, send me emails that are not listed.

Just as at our in-person meetings, if you wish to speak, you need to **state your Name and Post Number** so that we know who is speaking.

You have 2 options: call in (audio only) or Video.

### Directions for Free Conference Call (Audio Only):

Call our dedicated telephone number at the start of the conference call:

**(617) 829-6417**

and listen in.

Mute your phone by pressing \*6. To unmute your phone, press \*6 again.

**For the Auxiliary Members only: To enter your Breakout Room, please follow the following instructions (can only be done using the telephone):**

1. Press \*37 to enter your Breakout room.
2. To re-enter the Main Department Convention meeting, press \*3.

**Directions for Free Conference Call (Videoconferencing) from your computer or smart phone:** [If you previously participated in a Department of Florida tele- or videoconference, then please open the FreeConferenceCall app on your computer or smartphone and skip #1 below and press the **"Join"** button.

If this is first conference call, then follow these directions to set up the app:

1. **Click on this link** to go directly to the FreeConferenceCall downloads page: <https://www.freeconferencecall.com/downloads-2> or copy and paste. Select which version you would like to install on your computer..
2. Open the program once it downloads, and select **"Join."**

3. **Enter your First Name, Last Name, and E-mail** in the boxes provided, and **enter stevefalk in the box labeled Online Meeting ID.**
4. Then, **click the "Join" button.**
5. Join the audio portion of the meeting by clicking on the "Computer Audio" button.
6. To display your video feed, click the "Video" button on the lower left portion of the pop-up screen.
7. **You should mute your phone or computer (mute button is on the lower left) at all times except when you wish to speak. Also, do not have anything in the background (TV, radio, music, etc) when you wish to speak. Failure to mute will cause feedback and a difficulty for others to be heard. Should you fail to remember to mute your microphone when not speaking, the online administrator may mute your microphone for you.**

There are also apps you can download for your phone or tablet in the Google Play or Apple App Stores, if you prefer.

Prior to the Department Convention, I will send both the updated list of Nominees and any reports that have been submitted.

If you have a report to submit, please send it ASAP.

Hope to have everyone on the call for the 74<sup>th</sup> Annual Department of Florida Convention. And even though we are not physically together this year, breakfast does not have to be "Virtual" - you can really eat!

Sincerely,

Larry Jasper  
Jewish War Veterans of the United States  
Department of Florida Commander