



NHBCUAAF™
National Historically Black Colleges & University Alumni Associations Foundation

Conference Rules

2021 HBCU Alumni Virtual Leaders Conference

1. All participants will be muted upon entry into the room and stay muted during the conference.
2. Participants shall not use the Hand Raise feature, as it will be difficult to see and call them in order of their appearance.
3. Participants shall use the chat box to type their questions for any speaker. All questions should be sent directly to the **CONFERENCE HOST** (LaMonte Leath) and he will send all questions to the monitor's chat box during the speaker's closing remarks. The monitor will repeat the questions for the audience and allow the speaker to answer the question. If you have any issues or technical difficulties, please contact LaMonte Leath @678-522-6413.
4. Questions that weren't answered during the sessions, may be presented during the Hot Topics/Parking Lot. There will be two (2) Hot Topics/Parking Lot (morning and afternoon).
5. The conference will be recorded in totality including the chat room. Participants, unless you approve your message being recorded, do not use the chat box to send private messages to other participants.
6. Conference materials with speakers' bios will be placed on the NHBCUAAF website.

How to Send a Chat:

1. Click on the Participants Icon.
2. Click on the HOST name (LaMonte Leath), click CHAT. A Chat box will appear and you can type in your question and click Send.
3. The HOST will respond back with "Question Received" to confirm it.