



NHBCUAAF[™]
National Historically Black Colleges & University Alumni Associations Foundation

Conference Rules

2022 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. The moderator for the conference will be Walt Weatherington (Treasurer).
4. Participants shall use the chat box to type their questions for any speaker during their presentation, unless a designated “Open Forum” is called by the Moderator. Otherwise, all questions should be sent directly to the **CONFERENCE HOST** (LaMonte Leath/CTO) or **CO-HOST** (Donna Keating) and they 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 at 678-522-6413 or email lamonteleath@nhbcuaa.org.
5. Participants will have up to **2 minutes to share an answer or ask a question** after the presenter completes their presentation. Our **Co-HOST** will send a reminder either by sound or chat that he/she has 15 seconds left. If time lapses, the CO-HOST will mute the participant and give the presenter the opportunity to share an answer.
6. Afternoon session answers to the Group Discussion questions should be relayed as the participants “Best Practices” based on experience.
7. Questions that weren’t answered during the morning session will be recorded by the monitor and if time permits, addressed after lunch. If time permits after the afternoon group discussion session is complete.
8. 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.
9. 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.