

Advisory Committees

Procedures for Virtual Meetings

March 1, 2021



TEXAS
Health and Human
Services

Texas Department of
State Health Services

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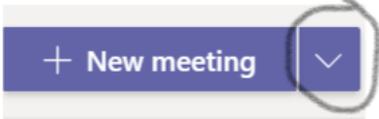
Introduction

The Center for System Coordination and Innovation is providing this procedural guide filled with suggestions and best practices for running successful advisory committee meetings on the Teams Live Event virtual platform. Many of the procedures will also apply to DSHS virtual public meetings. We welcome your feedback.

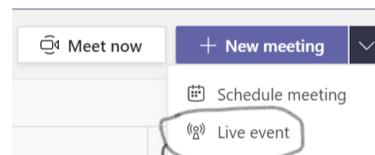
Scheduling Your Teams Live Event [Producers and DSHS Staff with Full Teams Live Installed]

Your producer may add any additional DSHS staff to the meeting invite via Teams. We do not use Outlook nor forward Outlook, or Teams invites for Live Meetings. Additional producers and presenters cannot be added once the event begins.

1. In Teams, open the **Calendar** .
2. At the top of the Calendar on the right side is a button for **New meeting**, select

the  to the right of **New meeting**.

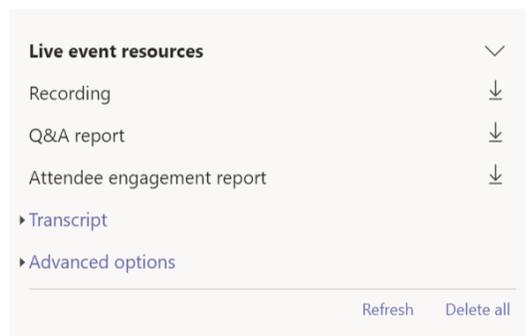
3. Click on **Live Event**. NOTE: Clicking on **New Meeting** will not allow you the option for a **Live Event**.



4. Add the meeting title (e.g. full name of the committee or council and without using acronyms), date and time information, plus other details.
 - a. Extend the meeting time for an hour longer than you typically meet to ensure that the meeting recording doesn't cut off.
 - b. Meetings can be up to four hours in length (maximum). If needed, create more than one invite link per day part (e.g. morning and afternoon sessions).
 - c. To set the initial invitation for the agenda, use the **Invite people to your event group** box, add the names of staff of the [event group](#) (the people who'll be presenting and producing the event).
 - d. If you are posting the event to the [HHS Communications and Events](#) page; invite the webcasting coordinator from HHSC, so that they can archive it.
 - e. Don't invite advisory committee members or other attendees outside the HHS network at this point — you'll get a link to share with them later.

5. Under **Live event permissions**, choose who can attend your live event: For the purpose of our advisory committee meetings choose **Public** — anyone can join — both people within the organization and those outside of it.

6. Make selections under “How do you plan to produce your event”? Because we are producing in Teams Live check the following settings:
 - a. **Recording available to producers and presenters** (and note that this one is grayed out).
 - b. **Recording available to attendees.**
 - c. **Captions** – *English* is the default setting and should be left as is. For translations below it, select *Spanish*. You can close the box using the “X” in the top right.
 - d. **Attendee engagement report and**
 - e. **Q&A.**



Don't forward this invitation. Go to Microsoft Teams to invite additional people.

7. Further options:

- a. **Edit** your invitation (e.g. invite more people and assign roles, etc.)
- b. Click **Get attendee link** that copies to the clipboard. Use this to copy the live event link so you can share it with the advisory committee support staff for the posted agenda. This is the link that the **public** will use to listen to the meeting and includes the conference phone number.
- c. **Schedule** and add the event to yours and your event group's calendars.
- d. Go to the meeting agenda (or wherever you need the link) and paste (CTRL+V) to add the link into the document or invite.

Important Scheduling Information:

- Once the event is scheduled, be sure to make any changes to it in Teams Live Event. Do not edit this event in Outlook.
- This process **doesn't invite non-DSHS network attendees** to your live event, *including your advisory committee members*.
- Select **Get attendee link** to copy the live event link so you can share it with advisory committee members, non-DSHS presenters and attendees as needed. You could even send it in a calendar invitation from Outlook or another email program.
- **For our advisory committee meetings, include the link on the posted agenda or send to persons who register for the meeting.**
- Don't try to invite attendees via a different Teams meeting. A new Teams meeting will have its own meeting link, which users might confuse with the live event attendee link.

Participants Outside of the DSHS Network will be able to watch the event in Teams — desktop (Windows or Mac), web or mobile. If they don't have Teams installed on their computer, they can also use a browser (Chrome, Firefox or Edge).

Appendix D includes a sample meeting invitation for use by DSHS staff.

Posting and Archiving to the HHS Communications and Events Page

- HHS Legal Open Meetings staff send the request to HHS Web Services for posting advisory committee meetings and other open meetings to the [HHS Communications and Events](#) page. Open Meetings staff routinely do this when you send the advisory committee agenda to them for posting as an open meeting to the Secretary of State website.
- The meeting must be posted to the HHS Communications and Events page before it can be archived to that page.
- For any other meetings or public hearings that you want posted and archived to the HHS Communications and Events page, you must send the agenda to HHS Legal Open Meetings staff (OpenMeetings@hhs.texas.gov and copy kim.wolfe@hhs.texas.gov) for legal review. Upon approval, the Open Meetings staff forward the notice to HHS Web Services for posting to the HHS Communications and Events page.
- Once it has been posted to the HHS Communications and Events page, add Michael DeLeon (HHSC) to the meeting invite as a “producer” so that he can attend the event and record it for archiving.

Pre-Meeting: Determine Roles for Event Day [Advisory Committee Support Staff and Producers]

Assign roles and responsibilities — know who is responsible for each step of the meeting among the producers and presenters.

- Ensure that more than one person in the event group has all documents for posting during the meeting so there is back-up if there be a problem with network connectivity.
- Obtain phone numbers of each advisory committee member and presenter.
- Determine who is reading and recording the roll call of members.
- Determine who is calling for a vote by each member.

Listed below are suggested roles and responsibilities. These may be adjusted depending upon the needs of each committee. It is always good to have back-ups for these roles in event anyone loses network connectivity.

Role	Responsibilities
Facilitator or Moderator (public hearings only)	<ul style="list-style-type: none"> • Welcomes participants. • Reviews hearing process, including any time limit for speakers. • Reminds speakers to mute computer when calling in to provide testimony. • Reminds each speaker to state name and any entity they represent, etc. • Calls speakers to provide testimony — suggest indicating next 2-3 people scheduled to talk each time call someone, so those up next can go ahead and call in on phone.
Advisory Council Chair or Support Staff	<ul style="list-style-type: none"> • Welcomes members and participants. • Facilitates the meeting according to the agenda. • Calls roll for attendance and votes. • Calls persons registered to provide public comment.
Coordinator	<ul style="list-style-type: none"> • Admits participants from lobby as they call in. • Watches Q&A and provides standard response to those who are asking to provide comment. • Watches Q&A and responds to any technical issues. • Provides support to committee members as needed.
Timekeeper	<ul style="list-style-type: none"> • Times the public comment speakers – suggested 3 or 5 minutes each. If use phone timer, “Signal” on iPhone seems to be a good tone that is not too irritating. • Will need to be in a quiet location since microphone will need to be on all the time during the public comment period.

Registering for Public Comment and Confirmation Email

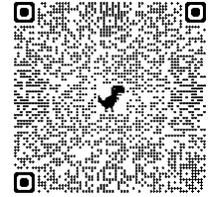
Members of the public can register to provide oral and written comments during any advisory committee meeting or public hearing.

Written comments are typically accepted up to 48 hours in advance of the meeting.

The [Microsoft Forms template](#) is a good start for customizing a registration form for your meeting. You can provide a link to the customized form on your posted agenda.

[Appendix C](#) also shows the sample registration form.

A QR code for the form is available to scan with a mobile phone too:



For those who have registered for public comment, an email message can be customized and sent for any advisory committee meeting or public hearing.

The template can be found in [Appendix D](#) and on the [intranet forms and templates page](#) too.

Technical Run-Through [Advisory Committee Support Staff, Chair and Other Presenters]

- The producer will schedule a brief technical run-through with the staff via Teams Live for five to seven days prior to the live event or the morning of the event as desired.
- This is the technical check for a smooth-running public meeting.
- This can also be used as an orientation to Teams Live Event for new members.
- Roles and responsibilities are discussed.
- Key tasks and technical details of running a Teams Live meeting are covered.
- Such meetings tend to last 20 to 30 minutes.
- Reminder: during run-through, no committee business can be discussed.

Important Tips:

DSHS staff should test speakers and microphones in Microsoft Teams:

1. Open Microsoft Teams and click on your Icon: your photo or initials at the top right corner of Teams.
2. Select Settings (the gear icon) and select Devices on the left-hand side of the screen.
3. Select "Make a test call" in the center of the screen. Teams will call you and you can record a short message. When the call ends, a screen will pop up and provide "your test call results."
4. If you need to adjust your settings select the "go to device settings" button at the bottom of the screen, otherwise select close.

Have a good microphone. If you are presenting from a phone or computer, use a [Teams-certified headset](#).

Before the Meeting [Presenters and Advisory Committee Members]

- Email any content to be presented, such as PowerPoint slides or Word documents, to the **producers and advisory committee support staff 24 or more hours in advance** of the meeting. Staff will work with the producers to queue the visuals for the agenda and specific presenters.
- **Do not use a speakerphone** when speaking or presenting. Keep your phone away from your computer and other devices to avoid any interference. Mute your phone when you are not speaking.
- **Mute your computer or other device's speakers** when you are speaking or presenting by phone to avoid disrupting the meeting.

Planning and Producing on Event Day [Advisory Committee Support Staff and Producers]

1. Have the event producer group, including all advisory committee support staff, join about 30 minutes ahead of time.
2. Post the slide announcing the event and instructions. See [Appendix A](#) for sample slide.
3. Once ready, the producer notifies the event group that the meeting is going live.
4. Start the live event, which also starts the recording.
5. Chat is for internal use only, related to producing the meeting, and viewable to those with producer and presenter access only.
6. To comply with the Texas Open Meetings Act, remind committee members not use the Chat or Q&A features to ask questions, except those related to technical issues. Committee members should ask questions about committee business for everyone to hear.
7. Monitor and post announcements if callers fail to mute computers.
8. Monitor Q&A and respond to any technical issues. Publish Q&A when appropriate and helpful to others.
9. End the live event immediately upon adjournment of meeting.

Before Joining the Meeting [All Participants]

- Join the meeting in a quiet location, free from noise and distractions.
- Move phones away from computers since they can cause audio interference or feedback.
- If possible, use a headset, earbuds, etc. to speak. This will increase clarity of both speech and hearing.

Meeting Reminders Prior to the Meeting Start [Producers and Presenters Only]

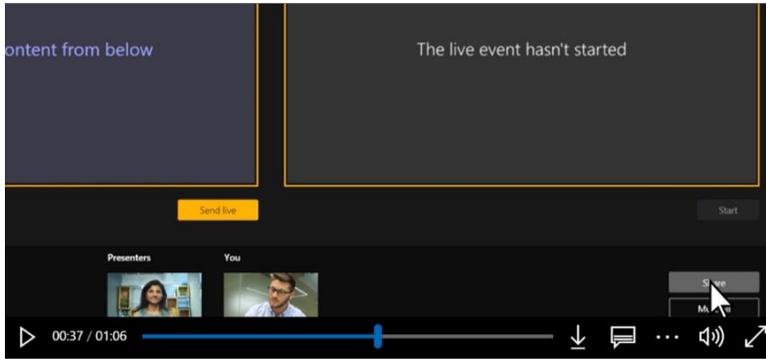
Before the meeting begins, provide the following reminders to staff participating as producers and presenters, either verbally or in Chat:

- Please do not press the Dismiss or Publish button for any communications in the Q&A section. This will impact our ability to communicate with attendees and resolve issues. Thank you.
- Please do not admit anyone into the meeting unless assigned that responsibility, as the producers are tracking this information. Thank you.
- In order to comply with the Texas Open Meetings Act, we ask that members do not use the Chat or Q&A features to ask questions. Please ask your questions for everyone to hear.

Adding Slides and Visuals and Sharing Screen [Producers or Advisory Committee Support Staff]

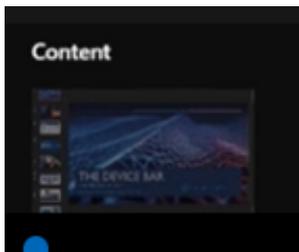
You'll be queuing up the slides and presentation materials in Teams in the desired order for screen sharing with these steps:

1. Open **all meeting files** to full screen that you will share **before** joining the meeting.
2. Close the taskbar and zoom in to **Page Width view**.
3. Close the applications that you do not plan or want to share, including Outlook.

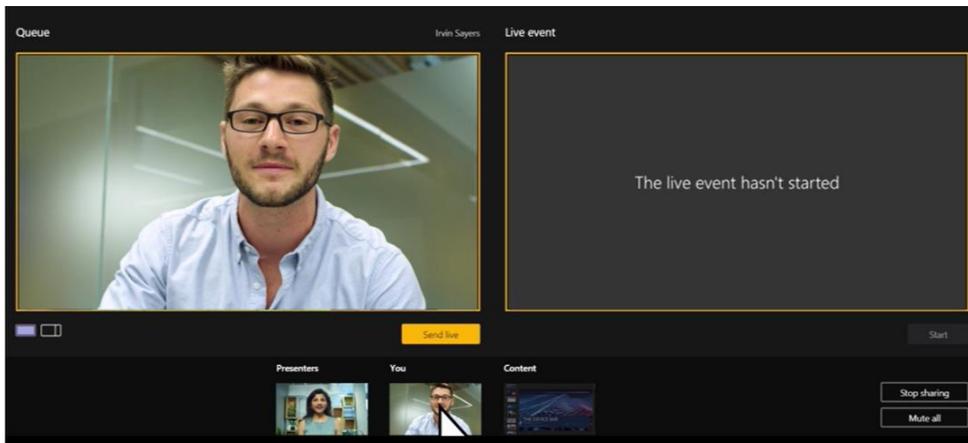


4. **Click the Share button** on the right side of the screen as seen below to pull up the first visual to share and it will appear in the Content area on the bottom of the screen.

5. **Click on the Content area** window to move the visual to the left-hand screen above.

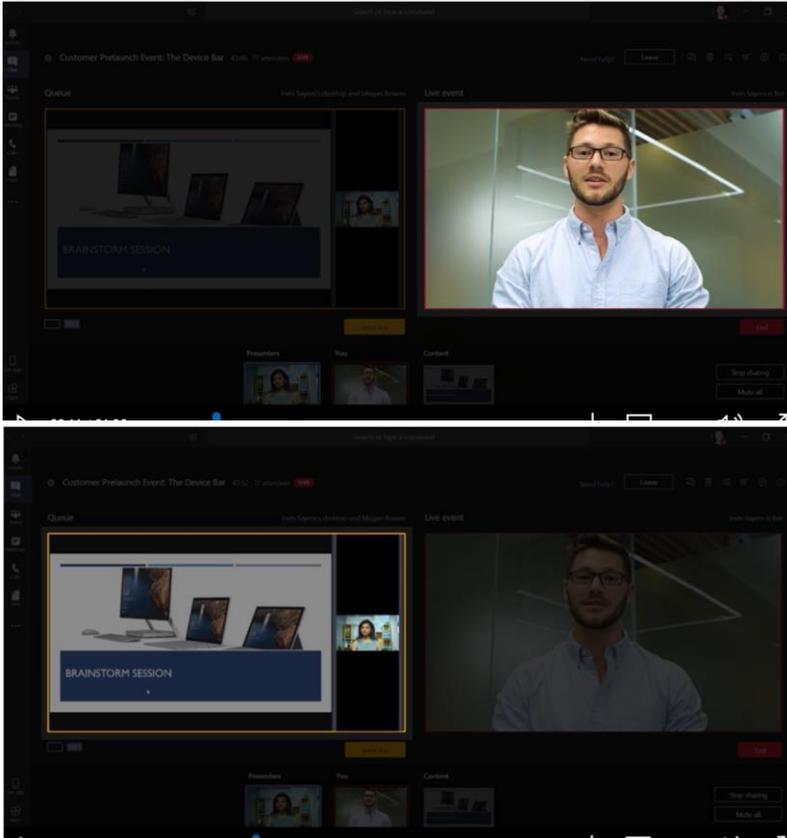


6. Some visual content must be in the **left-hand sharing screen** to send a meeting live.



- **Click Send Live (orange button)** when ready to share with the public and it **moves to the right-hand screen.**

7. **Queue up the next visual to share** while the current one is on the right-hand screen (shown below).



8. If possible, **limit screen sharing to one or two producers or presenters**, with at least two producers having full access to all documents that will be shared.

[A video](#) from the Microsoft Support website is the source of the screen shots. It's a helpful resource to describe the screen sharing functions.

Joining by Phone [Non-DSHS Network Users, Including Advisory Committee Members and Public Providing Comment]

- All non-DSHS participants needing to speak during the meeting must join the meeting by phone by dialing the conference phone number and entering the conference ID.
- If joining the meeting by dialing in on the phone as well as accessing it via computer, make sure that your **computer speakers are muted**. This will keep you from hearing two versions of the meeting simultaneously. The phone conversation is real time whereas the computer may be delayed due to bandwidth.

- If using your phone to participate in the meeting, please do not put your phone on hold. Instead, to mute and unmute your phone, please press *6 (or *6# for iPhones). It is a toggle switch and will go back and forth.

Key Meeting Functions [Advisory Committee Support Staff, Producers and Chair]

- **Starting Live Event:** The live event begins when a producer “starts” the live event and shares a screen in Teams.
- **Taking attendance:** Chair or committee support staff calls names from the roster of committee members and notes if they are present or not. This is included in the minutes.
- **Sharing documents:** The committee support staff or producer will queue up documents for sharing in Teams Live. Documents are submitted prior to the meeting, ideally at least 24 hours in advance. It is recommended that multiple producers have copies of all documents.
- **Regular viewing of Q&A:** The committee support staff or producer watches Q&A to recognize those who want to provide public comment or those with specific questions. Most Q&A is not published to all attendees. Often, individuals have specific questions that are not for the public record and are not published.
- **Conducting voting:** The committee support staff or chair calls out member names for voting and notes vote results for the minutes.
- **Calling persons to provide public comment:** The committee support staff or chair will recognize participants for oral comments by using the last four digits of their phone number as stated in the Q&A or by name if they pre-registered.
- **Providing written public comment:** As of January 21, 2021, written public comment will not be read aloud during meetings but will be provided to the committee members.
 - Written public comments may be requested through a Public Information Act request.
 - Personal health information will need to be redacted.

Callers with Public Comments

- At the point in the agenda that includes public comments, the producers and advisory committee support staff will pair phone numbers with information shared in the Q&A or with pre-registration information for calling on speakers.

- Call by name if pre-registered or use the last four digits of their phone number as their ID when it's their turn to speak.
- Remind speakers of any time limits (e.g. three or five minutes) and note the time once they are ready to comment.
- Politely thank them by name for their comment when time is up.
- If there are only one-to-two callers for comments, timing is not as critical, and you can allow additional time.

Meeting Etiquette Reminders [All]

- Everyone should mute their phone or microphone unless they are speaking, ensuring that feedback is minimized.
- Please note that closed captioning is available on the Teams platform.
- State your name and organization's name *every time* before speaking for the public record.
- Speak slowly and clearly into your phone or microphone.
- To mute and unmute your phone, please use *6 (or *6# for iPhones). It is a toggle switch.
- Use the Q&A feature to communicate with the producers and presenters. It is recommended that this be limited to technical questions related to the meeting. The producers will verbally share information relevant to the entire meeting audience per the Texas Open Meetings Law.

Option for a 15-Minute Break [For DSHS Public Hearings]

If appropriate, consider announcing a 15-minute break or recess in this manner:

- Currently there is no one else waiting to comment in this public meeting. We've been closely monitoring the Q&A.
- If you wish to provide comment, please state your name and phone number in the Q&A. If no one is awaiting their turn, we will take a 15-minute recess or break.
- At the end of the 15-minutes, we will allow for further comment in the order of requests made via the Q&A.
- Seeing no further speaker requests, we will take a 15-minute recess.
- Following our 15-minute recess, we will be checking the Q&A and follow the same process before ending the meeting. Thank you.

Post Meeting: Obtaining the Recording and Attendee List [Producer or Advisory Committee Support Staff]

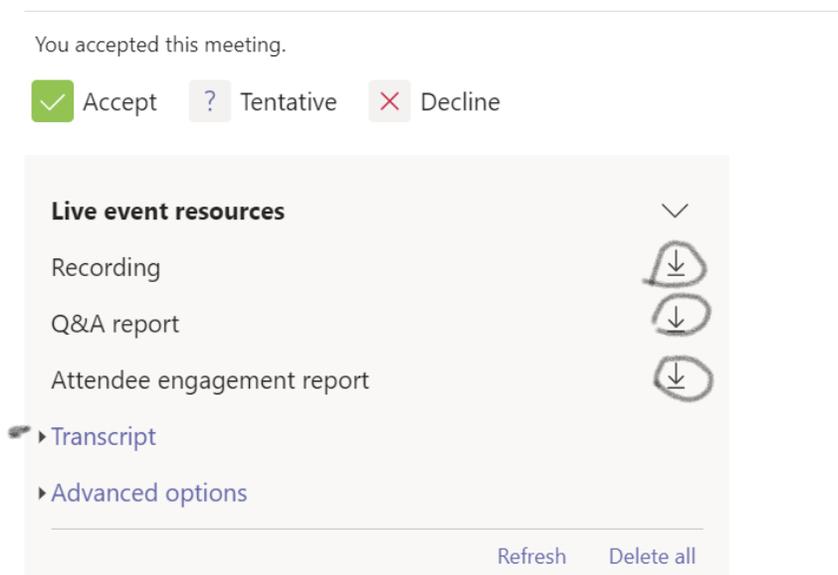
After a Teams Live event, a producer or advisory committee support staff who has full Teams Live access can download and share key files:

- The attendee list and attendee engagement report
- A meeting recording
- A Q&A (public chat) report
- A meeting transcript

Open the event invite in Teams, scroll to the bottom and click the download buttons and links to download the files.

You may save any of the files to your desktop to start.

The recording of the meeting is available for 180 days after the meeting.



Share files via email, Microsoft SharePoint or a Teams file, where a group or team has been established.

- Most files are .csv and can be opened in Excel.
- Recordings are large .mp4 files that typically cannot be sent via email.
- Transcripts are .vtt files. You can open and edit a VTT file using any text editor, such as Notepad (Windows) or view a VTT file's contents by dragging the file into any web browser.

Appendix A: Sample PowerPoint Slides

Public Hearings

Any of these slides can be customized for your public hearing. They are available on the intranet in [forms and templates section](#).



Advisory Committee Meetings

Any of these slides can be customized for your advisory committee meeting. They are also available on the intranet in [forms and templates section](#).



Appendix B: Sample Meeting Agenda

AGENDA

[Name] Advisory Committee

[Day, Month, Day, Year]

[Time] [a.m. or p.m.]

Meeting Site:

Microsoft Office Teams Live

Due to the COVID-19 pandemic, this meeting will be conducted online using Microsoft Teams only. To join the meeting, go to:

[URL]

There is not a physical location for this meeting.

1. Welcome, call to order, and roll call. ([Chair's Name])
2. Review and approval of the meeting minutes as written from the last meeting of the [Name] Advisory Committee ([Date last met]). ([Advisory Committee Support Staff First Name Last Name,])
3. [custom topic]
4. [custom topic] [add additional numbered topic below as needed]
5. Public Comment
6. Set next meeting date
7. Adjourn

The committee may take action on any agenda item.

Public Comment: The Department of State Health Services (DSHS) welcomes public comments pertaining to topics related to [Committee focus]. Members of the public who would like to provide public comment are asked to complete a Public Comment Form at:

[URL]

Members of the public are encouraged to participate in this process by providing written public comment to DSHS by emailing

[firstname.lastname]@dshs.texas.gov no later than 5:00 p.m., [Day, Month, Day, Year]. Please include your name and the organization you are representing, or if you are speaking as a private citizen.

If you would like to register to provide oral comments, please mark the correct box on the registration form. Instructions for providing oral comment will be emailed to you with the information about joining the meeting. Registration must be completed no later than 5:00 p.m., [Day, Month, Day, Year]. Members of the public may also use the Microsoft Teams Live Event Q&A section to submit a request to provide public comment. The request must contain your name and the organization you are representing, or if you are speaking as a private citizen as well as your direct phone number.

Public comment is limited to three minutes. Speakers must state their name, affiliation, and whom they are speaking on behalf of. Public members who are using handouts are asked to provide an electronic copy in accessible pdf format that will be distributed by DSHS staff to committee members, State staff and for public distribution. Handouts are limited to two pages (paper size: 8.5" by 11", one side only) of documentation. Handouts must be emailed to [firstname.lastname]@dshs.texas.gov immediately after registering and include the name of the person who will be commenting. It is not permissible for public speakers to interject or ask questions to committee members during the rest of the meeting.

Contact: Questions regarding agenda items, content, or meeting arrangements should be directed to [Full Name and Title of Advisory Committee Support Staff, Area Code-Phone-Number], [firstname.lastname]@dshs.texas.gov.

This meeting is open to the public. No reservations are required, and there is no cost to attend this meeting.

People with disabilities who wish to attend the meeting and require auxiliary aids or services should contact [Mr./Ms., Dr. [Last Name] at [Area Code-Phone-Number] at least 72 hours before the meeting so appropriate arrangements can be made.

Appendix C: Sample Registration and Public Comment Request form.

This [link includes the sample](#) shown below in full.

SAMPLE [Day, Month, Date, Year [Name]] Advisory Committee Meeting

Thank you for your interest in speaking at the [Name] Advisory Committee. Please answer all questions and submit the form. If you have any questions about public meeting comments or this meeting, contact [\[firstname.lastname\]@dshs.texas.gov](mailto:[firstname.lastname]@dshs.texas.gov).

* Required

1. First Name *

2. Last Name *

3. Name of Individual or Organization Applicant is Representing *

4. Email address

5. Phone number, including area code (It is important that you enter the full phone number you will use to call in to the meeting. We will use this to identify you during the meeting and ensure that you are able to speak when it is your turn.) *

6. I would like to provide public comment by the following method(s). *

Oral comments

Written comments (Written comments must be emailed to [\[firstname.lastname\]@dshs.texas.gov](mailto:[firstname.lastname]@dshs.texas.gov) no later than [time p.m. on [Day, Month, Date, Year].

Both oral and written comments

I do not want to provide public comment.

Appendix D: Suggested Email Language

The following language that can be cut and pasted and sent to DSHS staff, members, presenters and persons who register to provide comment as appropriate.

Email to Persons Registering to Provide Public Comment

You're Registered for Public Comment!

[Full Name of] Meeting

[Day, Month, Date, Year Time [a.m. or p.m.] Central]

At the time above, please join the Microsoft Teams Live Event meeting at [URL link].

Be sure to join early and check your speakers and system to avoid any connection issues.

Please note that all attendees are in listen-only mode. You may use the Q&A feature to submit technical questions. If you have questions about the [Committee's or Council's] work, please email [] @dshs.texas.gov [link].

[Written Comment]

You have registered to submit written public comment. Please note that all written comment should be submitted to []@dshs.texas.gov [link] by 5:00 p.m. on [Day, Month, Day, Year].

[Oral Comment]

You have registered to provide oral public comment during the meeting. Please follow the process below:

1. Join the meeting by clicking the link above.
2. As soon as you join the meeting, please use the Q&A section to notify the moderator that you are in attendance by submitting your name, that you registered to provide comment, and the phone number you will use to call into the meeting.
3. Just prior to the public comment portion of the meeting, the moderator will send you the conference bridge information.
4. Mute your computer speakers prior to calling in or feedback will be disruptive to the meeting and your public comment.

5. Use the Conference bridge phone number and conference ID sent to you and call in. Note that your phone will be placed on mute immediately upon entering the meeting.
6. When your name is called to provide comment, please unmute your phone. (Android phones: *6 or iPhones *6#)
7. State your name and the organization you represent. You will have 3 minutes to provide your comments. When you have 1-minute remaining, you will hear a chime indicating it is time for you to provide your final remarks.
8. As soon as you are thanked for your comment, please hang up or you will be removed from the call.
9. If you would like to rejoin the meeting, please use the link at the top of this email.

Again, thank you for taking time to provide public comment.

[Outlook Invitation Template for Non-DSHS or HHS Staff for Advisory Committee Meetings](#)

Hello [Committee name] Advisory Committee Members.

[DSHS Advisory Committee Support Staff] has asked me to communicate with you as one of the producers for your upcoming meeting. [He or She] will be reaching out with the agenda. I look forward to working with you!

By [10 minutes before meeting start time] on [Day, Month, Date], please login to our Microsoft Teams Live meeting at the following link:

[URL]

To be heard on the meeting audio, you will also have to dial-in by phone: [Conference line] (toll) and Conference ID: XXX-XXX-XXX].

- Please be sure to mute both your computer audio and phone; releasing the unmute feature on your phone when speaking with the committee and public.
- Having your phone too close to your computer may also cause noise interference.

Should you have any trouble accessing the meeting on March 3, please contact me, [Producer's first name last name at mobile: areacode-phone-number].

- Please text (preferred) or call me, identifying yourself as a [Committee name] Advisory Committee Member and I will try to help you.

If you are new to the Committee or new to using the Microsoft Teams Live platform and would like technical support in advance of [meeting date], I am glad to arrange a technical run-through in advance.

- Please email me about any technical needs in advance of [meeting date]: firstname.lastname@dshs.texas.gov.

Thank you for your service,
[Producer's name]

cc: [DSHS Advisory Committee Support Staff and Producer(s)]

[Signature block]



Email to DSHS Staff for Technical Run-Through

Don't forward this invitation. Go to Microsoft Teams to invite additional people.

Hello. [contact], the production team and presenters for the [] Advisory Committee will be holding a technical run-through one week prior to the actual public meeting so that all can be better acquainted with the Microsoft Teams Live platform.

Some tips for the brief technical run-through:

- This can also be used as an orientation for new members.
- Roles and responsibilities are discussed.
- Key tasks and technical details of running a Teams Live meeting are covered.
- Such meetings tend to last 20 to 30 minutes.
- Reminder: during run-through, no committee business can be discussed.

NOTE: DSHS staff are asked to join audio and video through their computers when possible.

Please do not share the link or phone number with others.

The producer will do so. Inform them of any additional names and emails.

DSHS staff join will join the meeting from their work computers. The following are the computer system requirements and supported platforms: Supported operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later. Supported mobile operating systems: Android 4.4 and later, iOS 10 and later. Supported web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari. Linux isn't supported for live events

[Join live event link]

Join as producer or presenter when it's time for the live event.

Do not forward this invite to the attendees.

[+1 512-123-4567] United States, Austin (Toll)

Conference ID: [123 456 789#]

[Local numbers](#) |

[Producer help](#) | [Presenter help](#) | [Learn more](#)

[Manage live event resources](#)

Email to Advisory Committee Members Technical Run Through Invite

The Technical Run-Through Microsoft Teams **[Link] and Call:**

[+1 512-123-4567] (Toll)

Conference ID: [+1 512-123-4567]

Hello. [DSHS advisory committee support team], the production team and presenters for the [] Advisory Committee will be holding a technical run-through so that we can be better acquainted with the Microsoft Teams Live platform in advance of the [Month Date] advisory committee meeting.

Some tips for the brief technical run-through:

- Key tasks and technical details of running the Teams Live public meeting will be covered.
- Roles and responsibilities will be discussed.
- Such meetings tend to last 20 to 30 minutes.

- Reminder: during run-through, no committee business can be discussed.

We're looking forward to working with you. Please login via the Teams link and call-in as specified.

Any questions? Please let me know.

Thanks,

[Signature Block for Advisory Committee Support Staff]

Email Invitation to DSHS Staff for the Public Advisory Committee Meeting

Your event producer may add any additional DSHS staff to the meeting invite via Teams. Inform them of the emails to include.

Do not forward the invite. No one can be added once the event begins.

NOTE: DSHS staff are asked to join audio and video through their computers when possible. You will be considered "presenters" regardless of your role.

Please do not share the link or phone number with others.

The producer will do so. Inform them of any additional names and emails.

The [full meeting name (no acronyms)] will take place [day, month, date, year at [time] [a.m. or p.m.] Central and will be conducted using Microsoft Teams Live Events.

Log in at least 30 minutes prior to the start of the meeting to test connectivity and your audio and video settings.

DSHS staff join will join the meeting from their work computers. The following are the computer system requirements and supported platforms: Supported operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later. Supported mobile operating systems: Android 4.4 and later, iOS 10 and later. Supported web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari. Linux isn't supported for live events.

Appendix E: Note for Producers and Presenters for the Chat area.

Please do not press the Publish or Dismiss buttons within the Q&A since this is where we resolve technical issues.

Please do not admit anyone into the meeting. The producers will admit attendees.

To comply with the Texas Open Meetings Act, please keep the chat and Q&A for messages about technical issues only. All committee business needs to be verbally communicated for the public record. Thank you.

The Center for System Coordination and Innovation welcomes your feedback on best practices in producing high quality virtual meetings. Please share any ideas with the [key contacts](#).