



Participant Conference Rules

NHBCUAAF Alumni Virtual Leaders Conference – LaMonte Leath

1. All participants will be muted upon entry into the room.
2. The conference will be recorded in totality including the chat room. Participants, unless they approve of their messages being recorded, should not use the chat box to send private messages to other participants.
3. Participants shall not use the Hand Raise feature, as it will be difficult to see and call them in order of their appearance.
4. Participants shall use the chat box to type their questions for any speaker. All questions should then be sent directly to the **CONFERENCE HOST** (LaMonte Leath) or **CO-HOST** (Donna Keating) and they will send all questions to the monitor during the speakers closing remarks.

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.