

Dear members of General Synod,

As we look forward to our informal meeting this coming Saturday, I wanted to write to highlight a few of the housekeeping arrangements mentioned in the Members' Guide for Virtual Synod Proceedings.

Naming

In order to assist the Chair and administrators, please could you rename yourself on Zoom in the following format:

Synod Number space *House* space *Name* (e.g. 001 B Justin Welby)

The House code is: B for Bishops, C for Clergy, L for laity.

Muting and Unmuting

All members will be muted upon entering the meeting, and **will not be able to unmute themselves** to speak until they are called by the Chair.

Once called by the Chair, Synod members will be sent a request to unmute themselves by a Synod Administrator, at which point you will be able to speak.

Members should also keep in mind time limits, which will be announced by the Chair. Please be mindful of these limits; once you begin speaking, a Synod Administrator will begin timing you. Should you exceed the time limit, you will be muted without warning, and you will not be able to unmute yourselves. It might be useful to time yourself as you are speaking, to prevent this from happening.

Video

If possible, please have your video turned on as a courtesy to others.

Technical Support and Contacting the Synod Support team

Any queries, technical or otherwise, during the meeting should be directed to the synod@churchofengland.org email account.

The Zoom chat function will be set so that the Hosts and Co-hosts of the meeting may send out a written message if necessary. **Other than this, the chat function will not be monitored.** Any messages sent by Synod members using the Chat will not be visible to others apart from the Hosts and co-Hosts.

Alternative Zoom Details

In the event of a technical difficulty requiring the whole meeting to be terminated, members should check their emails for backup Zoom details. We will allow a small amount of time for members to re-join, after which the meeting will proceed as before.

I hope you find this a useful distillation of the guide. If you have any queries ahead of the meeting, please get in touch with the Synod Support team via synod@churchofengland.org for additional help.

Best wishes,

Sue Booy

Chair of the General Synod Business Committee