

## *Participation Guidelines for Virtual Meetings of OISE Council*

The format of OISE Council meetings alternates with both in-person and virtual meetings as suitable. The October and April meetings are normally held in-person followed by a reception for members and guests of Council; while the December and February meetings are held online (via Zoom) to eliminate wintertime commute and increase attendance. The Standing Committees may offer hybrid participation options; please check with the relevant Committee Secretary closer to the meeting date to confirm details. Continued flexibility with meeting formats improves engagement and accessibility, and supports the diversity of faculty, students, and staff who serve on OISE Council and its Committees.

The notice of meeting, which is normally sent one week in advance of each Council meeting, will specify the format for each meeting (i.e., in-person or virtual) and include information regarding accessing the meeting.

To ensure a positive experience for all members and guests, please review and observe the following

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To register to attend a virtual meeting of OISE Council, please refer to instructions found in the notice of meeting and within the electronic agenda package, which is distributed by the [OISE Council Secretariat](#) one week in advance of each meeting.

For OISE Council meetings, the registration is required using your University of Toronto e-mail address. The registration link will be included in the notice of meeting, as well as within the agenda and materials package. After registering, you will receive a confirmation a system-generated e-mail with information about how to join the meeting; it will include a link unique to you so please do not share the email.

Registering for the meeting in advance is important to help us ensure an accurate record of attendance and establish quorum for the meeting.

We recommend that you join the meeting in advance of its start.

