

Meeting Procedure for ED Offices on Remote Board Meetings

ACCESS the Meeting:

1. Dial call-in number **30 minutes** before start of item.
2. Provide **name of the meeting** listed: e.g. **"IMF Meeting on Recent Economic Developments"**
3. Provide **7-digit access code** for the participants.
4. Provide **First and Last Names**

DURING the Meeting:

1. Your microphone will be off unless called to speak.
2. Chair will call on staff, then open the floor for ED interventions.
3. To **request to speak: press 1 and 0**
4. To **cancel your request to speak: press 1 and 0 again**
5. Chair will indicate the names of next 3 speakers.

MAKING AN INTERVENTION:

6. When called upon, please state your name, your office/department, then give your intervention.
Once you have finished speaking, please indicate so to the chair.
7. Please keep interventions brief and focused (2-3 minutes)
8. Your phone will be muted once your intervention concludes.

TROUBLESHOOTING:

- If you cannot connect to the Meeting, call the Board **"Hotline" 202-623-6980**
- If you wish to address the Chair, please email the Secretary of that item directly. He/she will be monitoring email constantly for this purpose.