



1. **Participants** – You will find all participants in the meeting here. To keep from overwhelming the meeting, Shindig groups participants to 30 per page. If you're looking for someone in particular, go to the participant tab and look for their name in the search bar! You can enter into a private chat with any participant, and you can enter into a private video chat with up to five other people.
2. **IM** – Because there are 30 participants per page, the chat box you see is just those 30 people, including you, so it's not too overwhelming.
3. **Ask** – The Ask tool will be utilized during the Business Sessions to request to speak. Think of these as the paddles we hold when speaking at the microphone during an in-person House of Delegates. We will elaborate further on how to use the Ask tool to speak to NBIs and Amendments when we meet in the First Business Session on April 24th.
4. **Raise Hand** – The Raise Hand tool will be utilized during the Business Session for the purpose of indicating yourself as a second for a motion.
5. **Mic** – Your mic will automatically be muted when you're in the audience. If you're in a private video chat with another participant, your mic will broadcast in that conversation, but not to anyone else, so your private conversation won't disrupt any presentation going on or your neighbors.
6. **Privacy** - Clicking the lock blocks people from freely joining you in a chat and prompts requests that you can accept or deny. Click on the privacy lock while in a group chat for private conversations.