



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

North Carolina Chapter

## **VIRTUAL MEETINGS**

Reference Guide to Virtual Meetings presenting  
by the Chapter

# MICROSOFT TEAMS

## Overview



The North Carolina Chapter has chosen Microsoft Teams as the virtual meeting platform to use for the 2020-2021 Chapter Year. In response to the COVID-19 pandemic and maintain social distancing guidelines, it's in the Chapter's best interest to reduce in person meetings as much as possible to help decrease the spread and contamination of the virus.

This guide helps provide some quick references for using and attending meetings on Microsoft Teams.



Microsoft Teams

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## Why Teams?

Many different reasons. There are many great resources out there for virtual connection although based on cost, feasibility, experience, usage etc. the Executive Committee felt Teams would provide us the best experience and value. The cost to the Chapter is minimal and outlined in our financials available on our website.

## What does it mean for you?

You can enjoy the convenience of attending all technical meeting presentations at home or whenever you are online! The Chapter providing this online platform adds to the value of your Chapter membership by continuing to provide you value and continual education.

# ATTENDING

Overview



## Overview of attending a live event

Click the link [here](#) to see an overview of attending a live event.

## Before watching a live event

- make sure your browser allows third-party cookies
- Ensure your browser supports Microsoft Teams and Microsoft Azure Media Player. If using Chrome, Firefox or Microsoft Edge, this typically isn't a problem but other browsers have been known to cause issues.

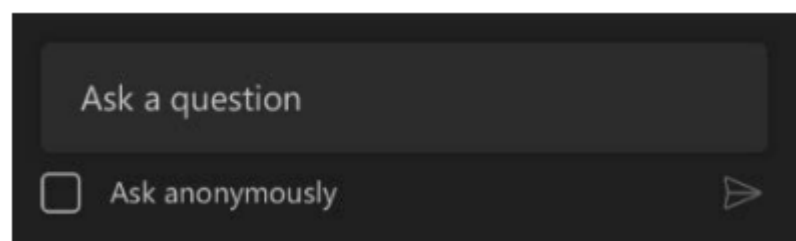
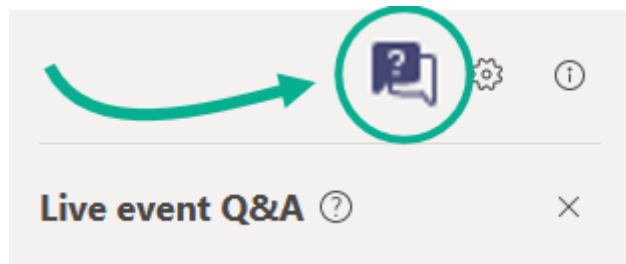
## Join the live event

Click the link to join the live event by going to the event's page on [nc.assp.org/event](http://nc.assp.org/event). Please note that sometimes when adding it to your calendar, it doesn't automatically hyperlink the Join Event in the .ics file. Always go to the event page on the website first.

## Participate in the Q&A

You can interact with the event hosts through the Q&A feature. To ask a question:

- Select the Q&A on the right side of the screen.
- Type your question in the compose box and then select Send. If you want to ask your question anonymously, select Ask anonymously.



# ATTENDING

Overview

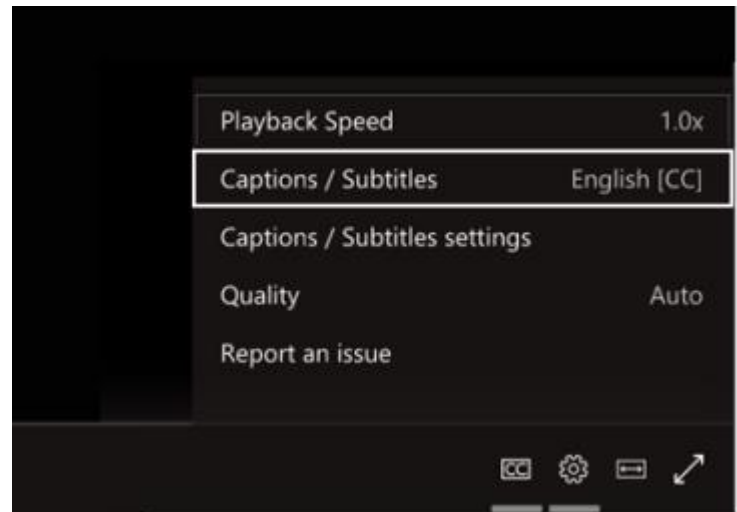


## Use Live Captions and Subtitles

You can view live captions and subtitles in up to six languages in addition to spoken language.

To turn on live captions and subtitles, select **Captions/Subtitles On** in our video controls.

To change the caption language, select **Settings > Captions/Subtitles** and choose the language you want.



## Technical Difficulties

If for some reason you have technical difficulties and you leave the event, you can join back in by clicking the Join Event link on the event page at [nc.assp.org/event](https://nc.assp.org/event)

Email [updates@nc.assp.org](mailto:updates@nc.assp.org) if difficulties continues to help troubleshoot.

## Watch the Event Later

Once the live event is over, you can still watch the recording using the same link. That will be stored in Microsoft Stream and available on the Chapter website.

# FAQS

Answers to some frequently asked questions



## What do I need to attend the events?

A computer or mobile device with internet access. Its best to use a computer, especially when reviewing the presentation but can use a mobile device just as easy. System requirements and supported platforms are detailed [here](#). Microsoft suggests that mobile device users download the Teams application to their device. We have seen where some users find issues logging in to meetings when using Safari, on an iPad for example. Microsoft suggests using Chrome, Firefox or Edge as your web browser.

## How do I attend events in Teams?

Review the Microsoft guide on Attending a live event in Teams [here](#). That guide should provide you everything you need. If you have other questions email [updates@nc.assp.org](mailto:updates@nc.assp.org).

Join the event by going to the appropriate event listed on the Chapter website at [nc.assp.org/event](http://nc.assp.org/event). In the description for the event will provide you the ability to add the event to your personal calendar and a link to join the event when its time.

## Will I be able to ask questions about the presentation?

Yes. Although all attendees will be muted during the presentation, you can still ask questions during the Q&A part and throughout the presentation, in the chat.

## Will the presentations be recorded?

Yes. There will be more information on the Chapter website on how to access those after the session is over.

## Will I be able to receive CEUs for these sessions?

Not at this time. These virtual events are not eligible for continuing education credits.

# GENERAL

General Information



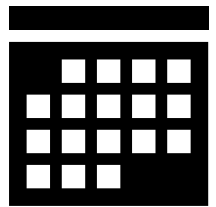
## Events at [nc.assp.org](https://nc.assp.org)

All Chapter members will still receive the typical notifications of Chapter events including postings to the website ([nc.assp.org](https://nc.assp.org)), email notifications and social media postings. Always go to the Chapter website for the most up to date information on the events including the speaker and topic and virtual meeting login information.



## Chapter Year Event Schedule

The full schedule for all events scheduled for the 2020-2021 Chapter Year is located on the Files section of the website.



# CHAPTER SCHEDULE

Chapter Year 2020 - 2021



Below is the list of events this chapter year up to 2020. The remainder of the 2021 event schedule is still being worked on. All events listed below are technical meetings in which all members are invited to attend. For the full list of all Chapter events, dates, times, locations and other chapter happenings go to [nc.asp.org/event](https://nc.asp.org/event).

Date	Topic	Speaker
9.10.20	Respiratory and COVID-19 and How This Plays an Important Role in Everyone's Safety	Erik Johnson (3M)
10.8.20	Q&A with NC Department of Labor Commissioner, Cherie Berry	Cherie Berry
11.12.20	OSHA and COVID-19: Enforcement Update, Exposure Control Plans, and PPE	Tom Buckley, Goldberg-Segalla Law Firm
12.10.20	Tom Buckley, Goldberg-Segalla Law Firm	Rob Fisher, Fisher Improvement Technologies

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