

June 2020 ASABE Committee Leadership AIM Preparation

This is one of four calls planned this week to share information regarding plans and options for ASABE committee meetings associated with AIM.

If you have questions during the call, please type them into the chat feature. We will go through the questions at the end of the prepared information.

- **The ASABE AIM has gone virtual. This creates the need to do things differently but also creates opportunities that did not exist before.**
 - **There will be additional guidance on the access to the virtual content forthcoming. That is not the focus of the discussions today.**
- **All schedules and plans will be based on Eastern Daylight Time.**
- **We now have contracted for an ample number of 'Zoom Rooms' that will be available for committee meetings during the week. These are available for our use all day Sunday, Monday, Tuesday, and Wednesday. You will be notified in advance of your meeting “room”.**
 - **There are free tutorials on the Zoom website.**
 - **Zoom does have free accounts available should you want to practice.**
 - **See ZOOM.US for this information.**
- **Those with AIM badges can choose to join any of the live activities or available prerecorded technical sessions. Participants will see a menu of all live activities for the day as well as recorded options on demand. There will be some prerecorded technical sessions available from the very beginning of AIM. Many live technical sessions will also be recorded and made available so you will be able to view them at a later time.**
- **Committee meetings will not be recorded for future viewing by attendees, the previously approved and circulated recording policy will be followed.**

- **The current plan is to follow the core committee schedule communicated with you earlier. As committee leaders you need to decide if your committee will follow this schedule as in years past.**
- **Any committee that shifts their normal meeting time during annual meeting week creates unforeseen consequences. Great care has been taken to optimize the schedule we currently have.**
- **Committees are encouraged to meet during their scheduled time; however, they may choose to meet outside of AIM week. Staff understands that this is always a busy week and many of you have early meeting times.**
- **If a committee plans to meet at a different time either the week before or week after, we ask:**
 - **You let staff know by June 17 so your meeting can be posted with the committees meeting AIM week.**
 - **Always check with ASABE Staff to verify that your new time will not be impacting another committee with overlapping members.**
 - **You use your own conference service if at all possible as ASABE Standards currently only has one account to share.**
- **Committee leaders will be provided with agenda templates and a suggested protocol for preparation and facilitation of your virtual meetings in the near future.**
- **General reminders:**
 - **Rosters**
 - **Records**
 - **Recordings**
- **Questions???**