

Fifth District Southern Region

Electronic Meeting/Training

SOP

To request e-meeting resources:

1. Go to the member's only area of the District webpage.
2. Click on the e-MEETING REQUEST FORM.
3. Complete it and follow the instructions to email it to d5semeeting@gmail.com

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC.

COAST GUARD

Tuesday, March 02, 2021

**USCG AUX
AUXWeb**
District 5SR
Fifth District-Southern

Divisions & Flotillas

About District 5SR

EXCOM

Contact Us / FAQ

Leadership

Members Only

Form & Procedure to request an E-Meeting / Training Event
e-MEETING Standard Operating Procedure

e-MEETING REQUEST FORM

GOTOTRAINING RECORDED SESSIONS

Always check the District Calendar when selecting a date and time to ensure availability. While we only have one license assigned for these meetings others may be available.

- Zoom is the platform- we may have up to 300 participants; attendance rosters are available upon request.

The ADSO-CS-EC will be responsible:

- To receive the requests, schedule meetings requested, resolve conflicts where indicated in accordance with the priority plan below.
- Create sessions using the D5S Zoom Account
- Provide reports and recordings as requested.

- Maintain the login and password. The DCO & DCOS will also have the login information.
- Post the session to the D5S online calendar (with or without registration link as indicated by requester). Some meetings may not be public for all members. Posted meetings will include the email address of the requester who is responsible to answer questions about the meeting and to notify all invitees in case of a canceled or rescheduled a session.
- Once a session is confirmed and scheduled the connecting information (link and call in phone #) will be provided to the requester. The requester will be responsible to answer all questions regarding the posted session. Questions regarding the presentation will be not be answered by the scheduler.
- Ensure all sessions are initiated no later than 5 minutes prior to the requested start time of the session. Phone line access will be provided in teh notice. If the ADSO-CS-EM cannot initiate a session it will be his/her responsibility to have an alternate initiator.

eMeeting Priority Plan:

1. District wide training (approved by DSO-MT)
2. District leadership
 - a) EXCOM
 - b) DCAPT / DDC
 - c) DSO
 - d) Conference Committee
3. Unit meetings (maximum 1 per quarter)
 - a) Divisions
 - b) Flotillas
 - c) PDCA
 - d) Division Staff Officer
 - e) Flotilla Staff Officer
4. National Directorates (maximum 1 per quarter)
5. Ad hoc / Other

Notes:

1. If a requester / presenter does not give 72 hours' notice to the ADSO-CS-EM that the event will not be held, the requester / presenter / group will lose its privilege to host a session for 12 months and all remaining sessions will be deleted.
2. To assure ample time for set up, distribution of login information and listing on the district calendar, requests for scheduling a Zoom Meeting event must be submitted to the ADSO-CS-EM 15 days prior to the event.