



# U.S.V.I. Community Business Forum'20

“Adapting Business for COVID Normal”

Sponsored by the Office of the Governor & Royal Caribbean Group

## Attendee Rules & Tips:

1. If your feed seems to have frozen, press the “Live” button (as you may have unintentionally paused your stream by clicking on streaming window).
2. For the best user experience, please sign in from your computer device. **(Please refrain from joining anonymously.)**
3. For your convenience, live captions are available in up to 6 languages.
4. Announcements will be used to share information on upcoming presentations, break-and-resume updates, and reminders of the rules throughout the forum.
5. Q&A
  - a. Understanding Q&A sessions structure
    - i. All questions will be answered either over the mic or in the Q&A chat box.
    - ii. Limited time requires prioritizing onscreen questions. While all questions **will** be addressed in some fashion, we wanted to maximize attendee opportunity to audibly hear back from the experts in the business community. In order to do so, presenters providing perspectives from the Hospitality, Tourism and Broad-Based Business industries, and USVI Economic Reopening and Restructuring Task Force are limited to answering questions within the Q&A chat box.
  - b. Before posing a question, please type in the same name you RSVP'd under. You will only be required to do this once. **Any question posted as anonymous will not be prioritized and may **not** be addressed.**
    - i. If your question is not addressed during the forum, please follow up on the FAQs section of our USVI CBF support page, [www.vi.gov/community-business-forum](http://www.vi.gov/community-business-forum), which will be updated after each forum. Otherwise, look out for an email from [cbf@go.vi.gov](mailto:cbf@go.vi.gov) with a response to your question. (This is why it is vital your credentials match.)
  - c. If your question was already asked by someone else, you can promote it by **liking their question**. The moderating team will take preference to such questions for onscreen discussion, as time permits. *To like a question: Select Q&A on the right side of the screen. Click the “Featured” tab. Now click the “thumbs up” icon on the question.*
  - d. View all public questions (and their responses) in the “Featured” column of your Q&A box.
  - e. Attendees are encouraged to freely ask questions as they come to mind. You do not have to wait until the end of a presentation to do so. However, we ask for your patience in receiving a response to your question. The internal team is determined to address all concerns.
6. If you are new to the Teams Live Events platform, we recommend you watch [this comprehensive tutorial](#) before the day of this event, which will demonstrate how to join the meeting from Teams, your browser, or mobile device along with all the functions you should know to give you the best user experience.