

ES EVENT ANNOUNCEMENT & MEETING (PLANNING & PROMOTIONAL) INFORMATION 8-24-2020

EVENT-ACTIVITY	CONTACT	PHONE	EMAIL	DEADLINE & NOTES
POSTING FOR ANNOUNCEMENTS IN "CONNECTION" (MONTHLY NEWSLETTER)	NOT APPLICABLE-USE EMAIL		connection@ethicalstl.org	(4) 15th of preceding month (i.e., January 15 for February Connection)
POSTING SUNDAY ANNOUNCEMENTS BY THE PLATFORM CHAIR	NOT APPLICABLE-USE EMAIL		announcements@ethicalstl.org	(4) 10:30 am prior to platform
SCHEDULING & HOSTING -VIRTUAL (ZOOM) MEETINGS	SUBMIT ZOOM REQUEST FORM TO LOUISE JETT TO SECURE A TIME & DATE		ljett@ethicalstl.org	SEE NOTE (1A) FOR LINK TO REQUEST FORM
JOINING -VIRTUAL (ZOOM) MEETINGS				SEE NOTE (2) ES CODE FOR JOINING A MEETING.
ACCESSING AEU VIRTUAL (ZOOM) MEETINGS				SEE NOTE (3) FOR LINK TO ACCESS AEU MEETINGS
FACEBOOK POSTINGS	LOUISE JETT		ljett@ethicalstl.org	
INSTAGRAM POSTINGS	LOUISE JETT		ljett@ethicalstl.org	
POSTING TO WEEKLY EMAIL BLAST TO MEMBERS	LOUISE JETT		ljett@ethicalstl.org	(4) Wednesday noon (4)

NOTES

1	HOSTING A ZOOM MEETING	
	A. FILL OUT ETHICAL SOCIEY ZOOM REQUEST FORM TO SECURE A TIME AND DATE	http://bit.ly/ESSTLZoom
	B. LOUISE JETT WILL CONTACT YOU TO CONFIRM DATE AND TIME, AND PROVIDE THE LOG-IN CODE	
	C. REFERENCE HANDY INSTRUCTIONAL GUIDE ASSEMBLED BY JAMES CROFT TITLED "INSTRUCTIONS FOR ZOOM PRESENTERS"	
	https://docs.google.com/document/d/1c5J4HtONgGrpNFes2sm9Koma4inpyrhC-MdolRCjLog/edit?usp=sharing	
2	JOINING A ZOOM MEETING; <u>using Ethical Society meeting code 384 422 5785</u>	
	A. REFERENCE INSTRUCTIONAL VIDEO ASSEMBLED BY LOUISE JETT	
	https://www.youtube.com/watch?v=msmkxw6o5zg&feature=emb_title	
3	https://aeu.org/event/aeu2020/	
4	NOTE: ALL ANNOUNCEMENTS ARE SUBJECT TO APPROVAL AND AVAILABILITY	