



May 2022

## **MEETING LOCATION AND ATTENDANCE**

Meetings may be held entirely online, entirely in-person or a combination of both in-person and online. Leaders wishing to lead meetings in-person shall complete the “In-person Meeting Registration” form on the LLLC website. All participants should introduce themselves but they may turn their cameras off after introductions, if they prefer. Participants should be informed if the meeting is being recorded. Attendance shall be taken by the Leaders for both virtual and in-person meetings. Leaders may use paper or electronic sign-in sheets.

*(September 2011, November 2017, May 2022)*