



PRIOR TO INTRODUCTION 20210801

Remember to say your name at the Beginning of each session and each time you speak.

NOTE: All Neutrals, tech person, and observers are together in the main meeting room prior to bringing in parties.

GETTING THE SESSION STARTED:

Neutrals, observers, coordinator and tech person meet in Zoom about 15 – 30 minutes prior to Start Time.

- The neutral, co-neutral, coordinator, and observers meet about 15 – 30 minutes prior to start time.
- Create and name Breakout Rooms for all parties, plus an additional room for the neutrals.
- Once all parties are in the waiting room, bring everyone into the Meeting Room.
- Introduce all parties and confirm the identity of all parties and rename their image if needed.
- Introduce yourself, co-neutral, coordinator, tech persons, observers, etc.
- Ask if the parties have any questions.

ONCE ALL PARTIES ARE TOGETHER FOR FIRST TIME

A. The Lead Neutral then:

- Introduces all other persons attending the session,
 - including the person running the phone, co-Neutral, and observers if any, and ask them to say hello.
- Asks observers to mute themselves and turn off their video: "The observers (observers' names) will be listening to the mediation. I am going to ask the observers to mute and turn off their video during the session."
- Asks the parties: "Do you have any questions?"
- Tells the parties who they may contact if problems connecting, etc. during the session.
 - Give the parties the email address or phone number to contact.
- Reminds everyone to mute: "Please remember to mute yourself when others are speaking."
- Reminds the parties to say their name: "It can be difficult to recognize who is speaking, so we ask that you say your name each time you speak."
- Reminds the parties of confidentiality: "The session is confidential, and we want to remind everyone that only those people that have been identified and have signed a Confidentiality Agreement may be in hearing of the session. If anyone enters the room or comes in hearing distance of the mediation at any time, we ask that you identify the person. We also want to remind you that the session may not be recorded by any means to ensure confidentiality."
- Asks the parties to introduce and identify themselves and the names of all persons present. "Now I am going to ask you to identify everyone within hearing and presence of the session."
- Asks the parties if they must leave the room for any reason, please tell the Neutral. "If you leave the phone or room for any reason during the session whether you are speaking or listening, please let us know before you leave."

B. Read STEP 2: First Joint Session, Introduction.