Sent: Tuesday, August 11, 2020

Subject: 2020 USMS Virtual Annual Meeting

Greetings,

Thank you for agreeing to attend the 2020 U.S. Masters Swimming Annual Meeting, which will be held virtually via **Zoom**. Whether you'll be representing your LMSC as a delegate, as an automatic delegate or an at-large delegate, your willingness to serve and the input you offer are much appreciated.

Below are important updates on the schedule, timing of committee meetings that'll take place in conjunction with the annual meeting, technology that'll be used, and training and orientation opportunities to ensure all delegates will be prepared to fully participate.

Annual Meeting Overview and Zoom Trainings

Please plan to attend upcoming webinars to learn more about how the annual meeting will run and gain experience and training on Zoom. It is highly recommended that delegates <u>sign up</u> for an account and use it to <u>log in to Zoom</u>.

- Annual Meeting Overview and Zoom Training: Aug. 19, 8 p.m. Eastern time
- o New Delegate Orientation: Sept. 9, 7 p.m. Eastern time
- o Annual Meeting Orientation: Sept. 9, 8 p.m. Eastern time

Annual Meeting Schedule

Meetings of the House of Delegates will take place Sept. 25-27. Committee meetings in conjunction with the annual meeting will be open to all delegates. The complete <u>schedule of meetings and sessions of the House of Delegates</u> can be found on the annual meeting page.

Virtual Schedule Manager

USMS will offer a virtual calendar through <u>Sched</u>, which will allow our delegates and attendees to explore meetings and sessions, build their own schedule, view Zoom meeting links, learn about speakers, and discover who'll be attending sessions.

Updates and Documents

It's recommended that everyone read the Zoom Survival Guide for the Annual Meeting, which will provide you with an overview of what to expect, in addition to the sections of the pre-annual meeting packet, which are available on the 2020 USMS Annual Meeting page. Important information includes the schedule and Zoom links, national committee reports and meeting agendas, proposed amendments, as well as other important documents. Please be sure to check back frequently to see if any sections have been updated.

Although we can't meet in person this year because of the COVID-19 pandemic, we're looking forward to our 2020 virtual annual meeting.

Please let me know if you have any questions, Jessica

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