

## **South Island FEI Society: Policy on Virtual Meetings**

Virtual meetings are a convenient way of supporting ongoing engagement and administrative work, especially in a time where physical distancing and limitations on group sizes exist. Here are some guidelines to follow when considering virtual meetings for South Island FEI work:

### **Zoom Account**

South Island MSA has a Zoom account, which is available for all MSA members' use. It accommodates up to 100 participants for unlimited meeting duration. To book your meeting time, please contact [info@southislandmsa.ca](mailto:info@southislandmsa.ca). Alternately, free Zoom accounts are currently available through [Doctors of BC](#).

### **Participating Virtually**

Participants are encouraged to join meetings by video conference, as a way of connecting more personally with colleagues. Dial-in options are also available.

Two options exist for using Zoom on Island Health computers:

**Option 1:** Zoom software can be installed to your workstation, following the standard IM/IT software request process.

**Option 2:** Zoom meetings can be accessed through Google Chrome from any Island Health workstation:

- Click on the **Start Menu**.
- Click on **Google Chrome**.
- Obtain a link to the Zoom meeting (typically sent via email) and **copy** the link.
- **Paste** the link to the Google Chrome address bar.
- Use the link labeled **join from your browser** and the Zoom meeting will begin.

### **Meeting Catering**

It is often convenient to hold meetings over mealtimes, both for scheduling and networking purposes. South Island FEI Engagement Project funds may be used to reimburse physicians for their ordered dine-in meals (in lieu of an in-person catered or restaurant meeting), with the following guidelines:

- Meetings eligible for meal reimbursement must be authorized and communicated to participants by the Project Lead.
- The meeting must be longer than 1.5 hours in duration.
- Meals may be for the meeting participant only, may not include alcoholic beverages, and may be reimbursed up to a maximum (taxes, tip, delivery fees included, aligning with the [BC Government guidelines](#)) of:
  - \$25 for meals for a breakfast or lunch meeting
  - \$35 for meals for a dinner meeting.
- Receipts must be submitted through FEMS for reimbursement.
- Groceries for a home-made meal are not eligible for reimbursement.
- For Engagement projects, meals will be paid for out of the project budget.

Please contact [info@southislandmsa.ca](mailto:info@southislandmsa.ca) with any questions.