

NCPDP Virtual Interim Work Group Meetings FAQs

General Information & Registration

- **Why is NCPDP conducting virtual work groups?**
Until we can safely resume in-person meetings, it is necessary for NCPDP to continue the business conducted at its Work Group Meetings to serve the needs of its members and the industry at large.
- **When does registration open for the Virtual Interim Work Group Meetings?**
Registration opens January 5th.
- **When is the deadline to register?**
The deadline is Friday, January 29th.
- **When will the Virtual Interim Work Group Meetings schedule be available?**
The meetings schedule can be accessed at <https://standards.ncdpd.org/Standards/media/pdf/WGSchedule.pdf>
- **When will the individual work group agendas be available?**
Draft agendas are available in MyNCPDP™.
- **When will Work Group Meeting Materials be available? Where do I go to access materials?**
NCPDP staff will post all available Work Group Meeting materials at least 1 week before the meeting. Work Group Meeting materials are available at <https://member.ncdpd.org/Work-Group-Meeting-Materials>.
- **NEW! How do I register for the Work Group Meetings?**
Registration for the Virtual Interim Work Group Meetings is now a one-step process, requiring registration for the meetings on [NCPDP's website](#) or [MyNCPDP](#) by Friday, January 29th. After registering, within 2 business days you will receive a separate email for each Work Group you registered to attend, with *the Zoom link and passcode and a link to add the Work Group meeting information to your calendar*.
- **Do I have to select which Work Groups I plan to attend when I register in MyNCPDP?**
Yes, it is important that you indicate those work groups and meetings that you plan to participate in when you register because the registration data will be used to determine quorums and trigger your Zoom registration.
- **How do I register for MC?**
When you register for MC, you will automatically be registered for all the MC sessions, including the MC DERF Harmonization session.

- What is the MC DERF Harmonization Session and How Do I Register for It?**
 MC DERF Harmonization is a new session to discuss DERFs impacting multiple standards and work groups. When you register for MC, you will automatically be registered for MC DERF Harmonization, as well as all the MC sessions.
- How do I register for the Brown Bag session?**
 Registration for the Brown Bag session is separate from the Work Group registration. Register for the Brown Bag session at:
<https://zoom.us/meeting/register/tJA1c-yqqDosHdYD8dDGtOsQqdDYRUMaIkrr>
- Will I be allowed to attend a Work Group Meeting for which I did not register?**
 Yes. Work Group registrants will be able to attend additional work groups using the Zoom registration links that will be distributed to all Work Group registrants after the January 29th registration deadline. NOTE: If you register for additional work groups or meetings using Zoom, the Zoom registration links will not appear in MyNCPDP.
- When will I get a calendar invitation for the Work Group Meetings?**
 After registering on [NCPDP's website](#) or [MyNCPDP](#), within 2 business days you will receive a separate email for each Work Group you registered to attend, with *the Zoom link and passcode and a link to add the Work Group meeting information to your calendar*. If you haven't received emails for all the Work Group meetings you registered to attend, it is possible that an email was filtered as spam or blocked, or delivered to another folder if you have mail rules in place, so make sure to check your "spam," "junk" or other email folders. You will also be able to access the Zoom link and passcode information when you log in to the MyNCPDP Dashboard.
- Why do I have to have individual Zoom links for each meeting?**
 The Zoom link is required in order to gain access to the work group meetings you plan to attend.
*Once registered, it is imperative you **do not share the link**. The link is unique to each registrant. If the link is forwarded, only the first person to log into the web meeting will be able to join.*
- Will the Virtual Interim Work Group Meetings have a New Member Luncheon?**
 Yes, a separate webinar will be held for New Members. Work Group registrants who indicate on the registration form "This is my first NCPDP Technical Work Group Meeting" will be sent an email after the January 29th registration deadline with information on how to participate in the New Member Webinar.
- Will the NCPDP event app be used for the Interim Virtual WG Meetings?**
 The NCPDP event app will not be used for the Interim Virtual Work Group Meetings, since attendees will be participating from their office/home office.

What to Expect

- **How will the Virtual Interim Work Group Meetings be conducted?**

The meetings will be conducted using Zoom. Voting items will be addressed and all Task Groups which met in the last quarter will provide an abbreviated oral recap that covers activity since the November Work Group Meetings. A complete recap will be available in the download files. At the beginning of each Work Group Meeting, we will cover housekeeping items to make sure all participants are informed of how we will conduct the meeting.

- **Will I be able to use computer audio? How do I do that?**

Yes, upon entry to the Zoom meeting, you will be asked which mechanism – computer audio or phone – you will use for audio.

- **During the Meeting will I be muted? Will I be able to mute/unmute myself?**

All attendees will be muted. If you wish to speak, raise your hand and you will be unmuted.

- **Will I need to use my video camera?**

Video cameras will not be used.

- **How can I see who else is in the meeting?**

Open “Participants” on the Meeting Panel.

- **Will I be able to switch between my phone and my computer during the meeting?**

If you completely disconnect from one device, you may rejoin the meeting from another device. You will not be able to join the meeting from multiple devices at the same time.

- **How will discussion of voting items/voting take place?**

All participants will be muted. If you wish to speak, you will use the ‘raise your hand’ feature and will be unmuted when it is your turn to speak. You will be placed back on mute when finished. Voting will occur via the Yes/No buttons.

Information on how to ‘raise your hand’ in Zoom is available at

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

The Yes/No Buttons and the Raise Hand feature are located on the **Participants** button in the Meetings Control.



- **How will a quorum be established?**

A quorum will be determined using data from the registration process as well as the number of actual attendees at each work group meeting.

- **How will we determine balance among membership categories?**

At the beginning of the meeting, member categories will be counted.

- **Will the timing of the MC Maintenance and Control Meetings change?**
Because this is a virtual meeting, we will not change the time for MC sessions. Start and end times for MC will remain consistent with the published agenda.
- **When will Work Group Recaps/Minutes be available after the Interim Virtual Work Group Meetings?**
The timeframes for Work Group Meeting Recaps and Minutes will be the same as the face-to-face Work Group Meetings.
- **Where can I find more information on how to join a Zoom meeting in advance of the Work Group Meetings?**
For information on Zoom visit: <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions> and <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>.
- **How do I respond to a poll?**
Polling will not be used. The Yes/No buttons will be used for voting.
- **Will you lock the Work Group meeting in Zoom once the meeting starts?**
No, Work Group Meetings will not be locked once the meetings start.
- **What happens if I am in the Work Group Meeting's Zoom waiting room and not allowed into the meeting?**
Waiting Rooms will not be used for the Work Group Meetings.