

TECHNOLOGY INSTRUCTIONS FOR ATTENDEES

2021 ASSEMBLY – SATURDAY, JUNE 12

Time: 9:00am – 12:00 pm

You will receive a link via email that will allow you to join the webinar. Click on that link, and then click on "Open Zoom Meeting" in the pop-up window that shows at the top of your screen. If it does not activate, follow the instructions to download and run zoom.

Our AGM this year is a recorded, one-way live video feed where the audience can view and listen. Please ensure high speed internet connectivity and audio capability, and a microphone if you wish to ask a question or speak to a motion. The zoom web browser client will download automatically when you start or join your first Zoom meeting. If you are using Zoom for the first time, please give yourself extra time to get setup. If you are unable to get into the meeting, please contact Kristi Pollard at 416-620-2951 or Paola Alvarez at 416-620-2931.

Once you are logged on, ensure your audio is on. Please also ensure the name on your account is your full name (first and last name) that you used on the delegate registration form in order to be properly identified. Once you are in the meeting, you will not be able to rename yourself. On your screen you should see a control panel along the bottom that offers a **chat** function that looks like a speech bubble, and a **Q&A** option. If you cannot see the interactive options, please move your mouse over the bottom and it will appear. If you are viewing this on a mobile device, you will need to tap the screen to access the interactive options and to view the poll when it comes time to vote. These will give you the opportunity to interact with us as we work through our Agenda items. If you cannot see them, click on the "more" button to view more options.

Chat: use the chat function to:

- move or second a motion
- bring a point of order

Please remember to state the Church or Association of which you are a delegate when submitting any of the above in the chat function.

Please note: the chat function will be enabled to send messages to panelists only.

Q&A: use the Q&A function to:

- ask technology questions
- request to be unmuted to (please specify the reason for which you would like to speak)*:
 - ask a question about what is being discussed during the meeting (clarifying question)

- speak to a motion (see procedures for delegates)

*The webinar host will unmute you, and you will receive a prompt to confirm you would like to unmute or remain muted; you must choose to unmute in order to speak to a motion. Please remember to state your name and the Church or Association of which you are a delegate. As a general rule, you can only speak once about a motion. You may speak for up to a minute and a half. Please note that the webinar host will put your microphone on mute once you have finished speaking to a motion. Due to time constraints, we will do our best to get to every question, but it may be necessary for the presiding officer to move forward with the agenda.

To vote: someone will read the motion aloud. Use the **chat function** to move or second a motion. Remember to let us know your name and the Church or Association you are representing when you move or second a motion. Someone will also speak the mover and seconder aloud. Individuals will be able to participate by using the real-time poll that will come up on your screen, with the text of the motion, or a summary thereof, that is being voted on. Please select “yes” or “no” and press submit. Only delegates are permitted to vote. Invited guests will not be voting.

PLEASE NOTE: If the poll does not pop up on your screen automatically, please go to the control panel at the bottom and click on the poll button (you may need to move your mouse for this control panel to appear, and the poll button will only be visible when there is an active poll being voted on). If this does not work, please also ensure that pop-up functions have been enabled in your web browser settings in order to view and access the polls for voting. If possible, it is recommended that you access the webinar via Chrome to minimize complications.

** As per COVID-19 guidelines, we encourage all delegates and invited guests to be on Zoom from their own homes or offices to allow for adequate social distancing.