



Virtual Meeting Instructions

Zoom integration



Introduction

This instruction is provided to assist attendees with navigating the virtual meeting. Information such as understanding how to use and log into platforms, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this instruction prior to attendance at the virtual meeting. Keep it available during the virtual meeting for reference as well.

Login

Online meeting: <https://web.lumiagm.com/xxx-xxx-xxx>

Username: the 6-digit alpha-numeric code provided to you by email

Password: the 6-digit pincode provided to you by email



After logging in



After logging into the virtual platform, you must connect your Computer Audio to the Zoom Webinar that is inside the Lumi Platform.

To do this:

Click on the blue “[Join Audio by Computer](#)” button that pops up on the right Zoom panel of the virtual platform. (See screen shot below).

Once you have logged in and connected your audio, you will see the [Info Page](#) on the left side of your screen and the [Zoom window](#) on the right side of your screen.

This is what you will use each side for:

Info Page

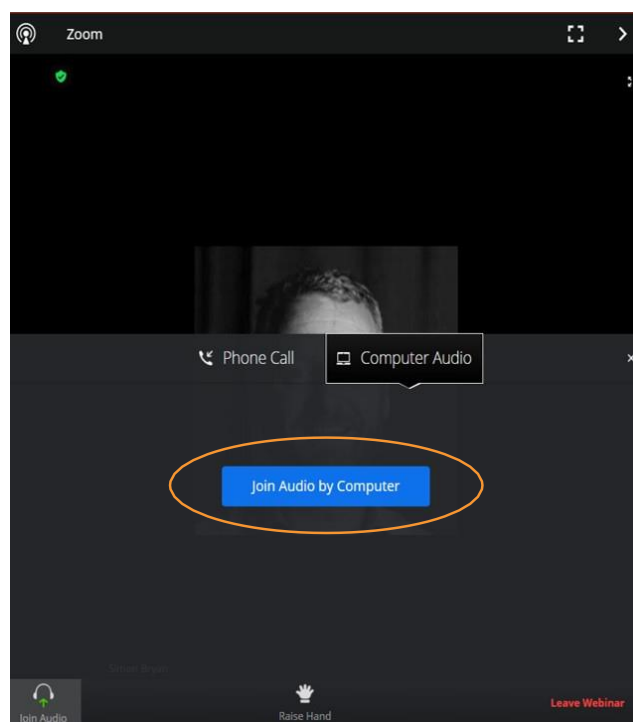


Use for

- Viewing Information
- Accessing documents
- Entering the speaking queue
- Voting on business and elections

Note: voting is only available to voting delegates

Zoom Window



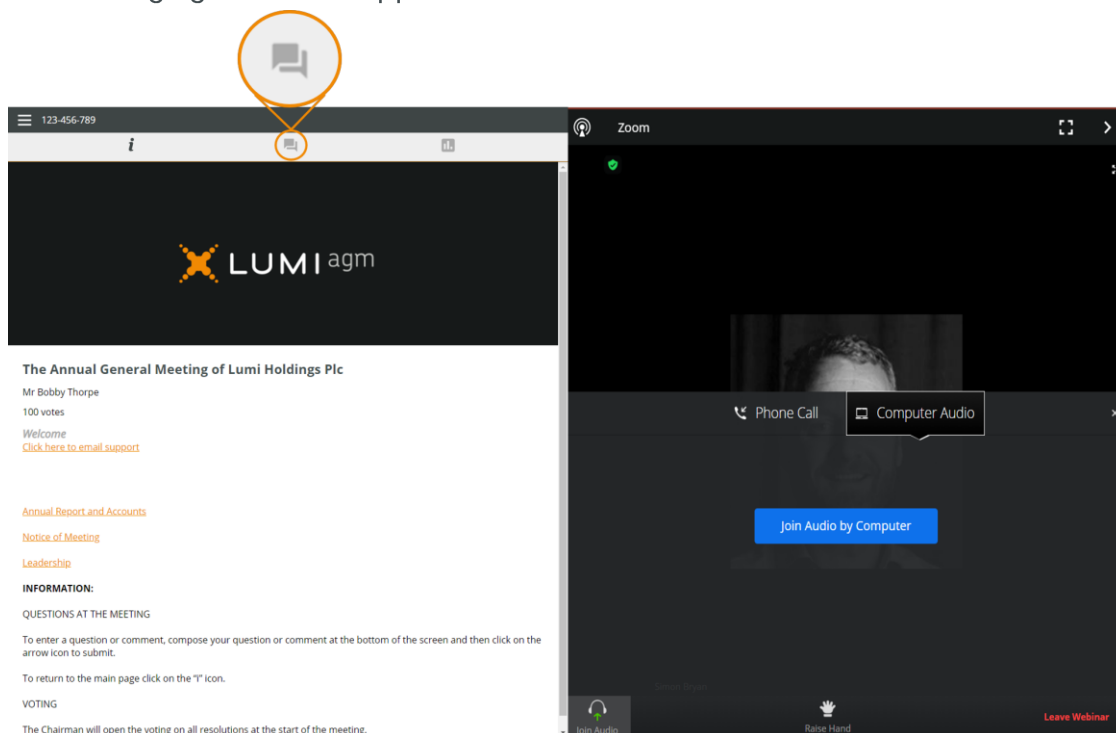
Use for

- Viewing / listening to meeting proceedings
- Raising your hand to speak after being called on by the Chair
- Enabling audio to participate in the discussion, after being called on by the Chair

Speaking during the virtual meeting



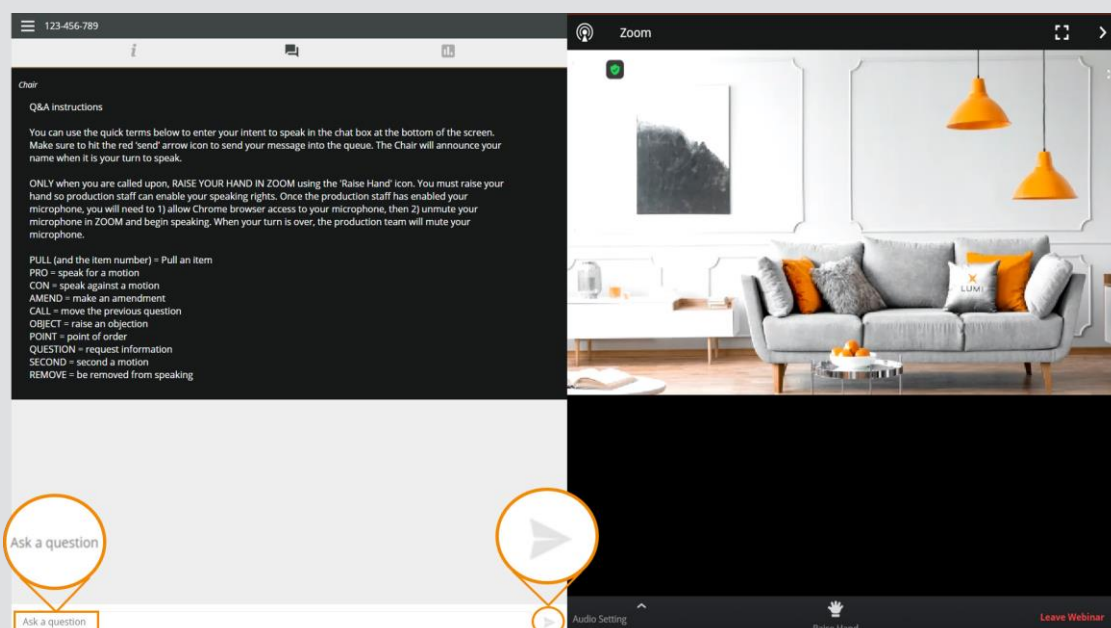
1. Once the Chair opens the Speaking Queue, if you wish to request to speak, click the messaging icon in the upper menu bar:



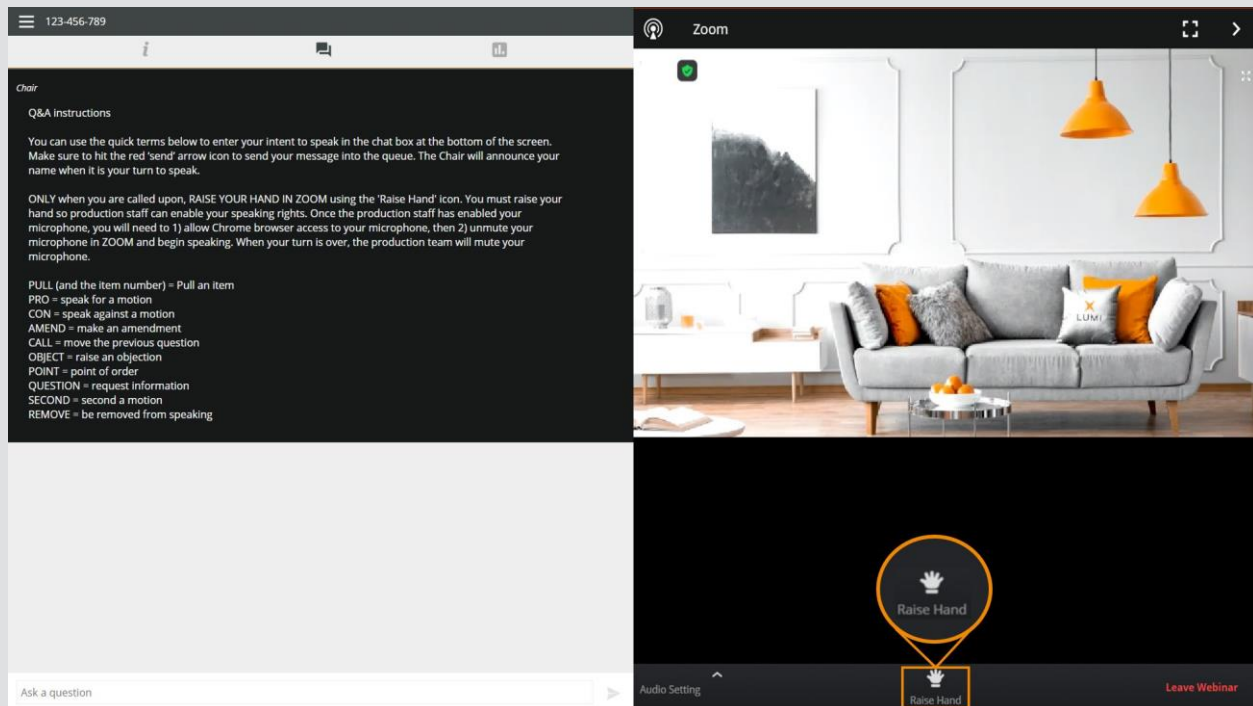
2. Use the quick terms guide to enter your intent to speak in the text box at the bottom of the screen and hit the 'send' arrow icon to send your message into the queue.

For example, you may type in:

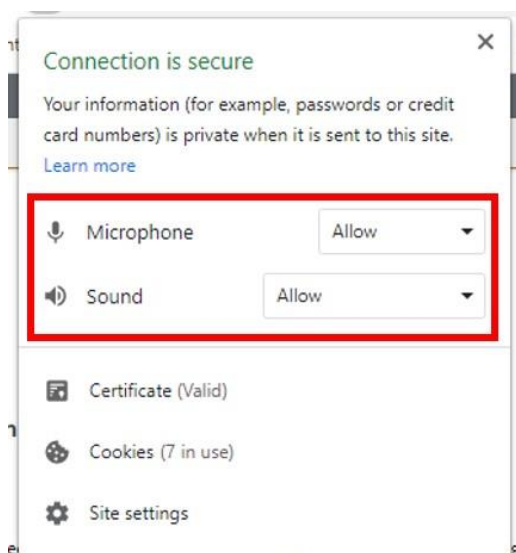
SPEAK-PRO or **SPEAK-CON** or **SPEAK-POINT OF ORDER**:



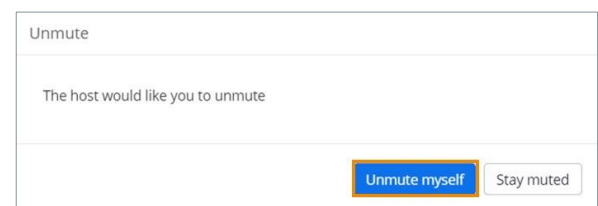
3. The Chair will announce the order of delegates to speak. **WHEN** you are called upon to speak by the Chair, raise your hand in the Zoom Platform on the right side of the screen:



4. If you do not receive a pop up from your web browser to allow your audio and microphone, you can click on the padlock icon in the browser bar right before the web address to bring up your microphone and sound settings for your browser. Make sure both say ALLOW.



5. Next, you will unmute your microphone in Zoom:



6. You may begin speaking.

Once your turn to speak is over, the production team will mute your microphone.

Voting during the virtual meeting

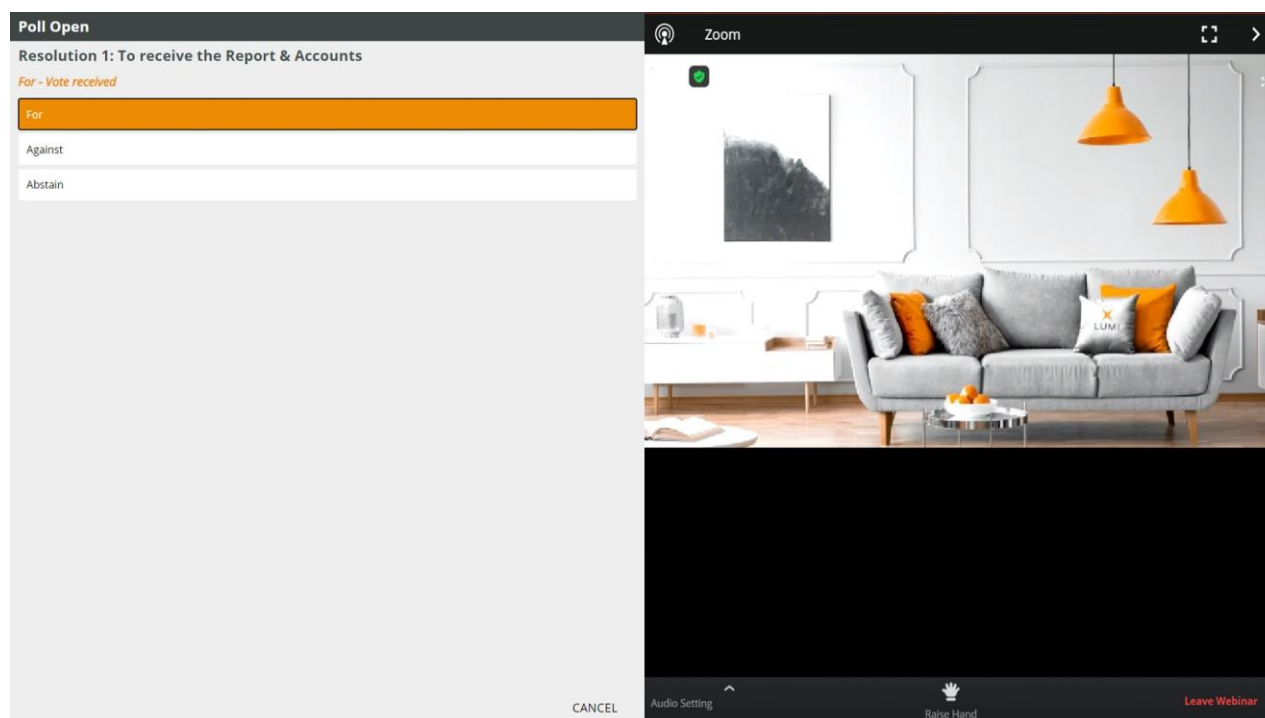


When a motion / election is put before the meeting, the voting will automatically pop up within the virtual platform on the left.

Simply click on your selection to cast your vote.
(Note: voting is only available to voting delegates).

To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open.

Once the voting period has closed, your last vote will be submitted.

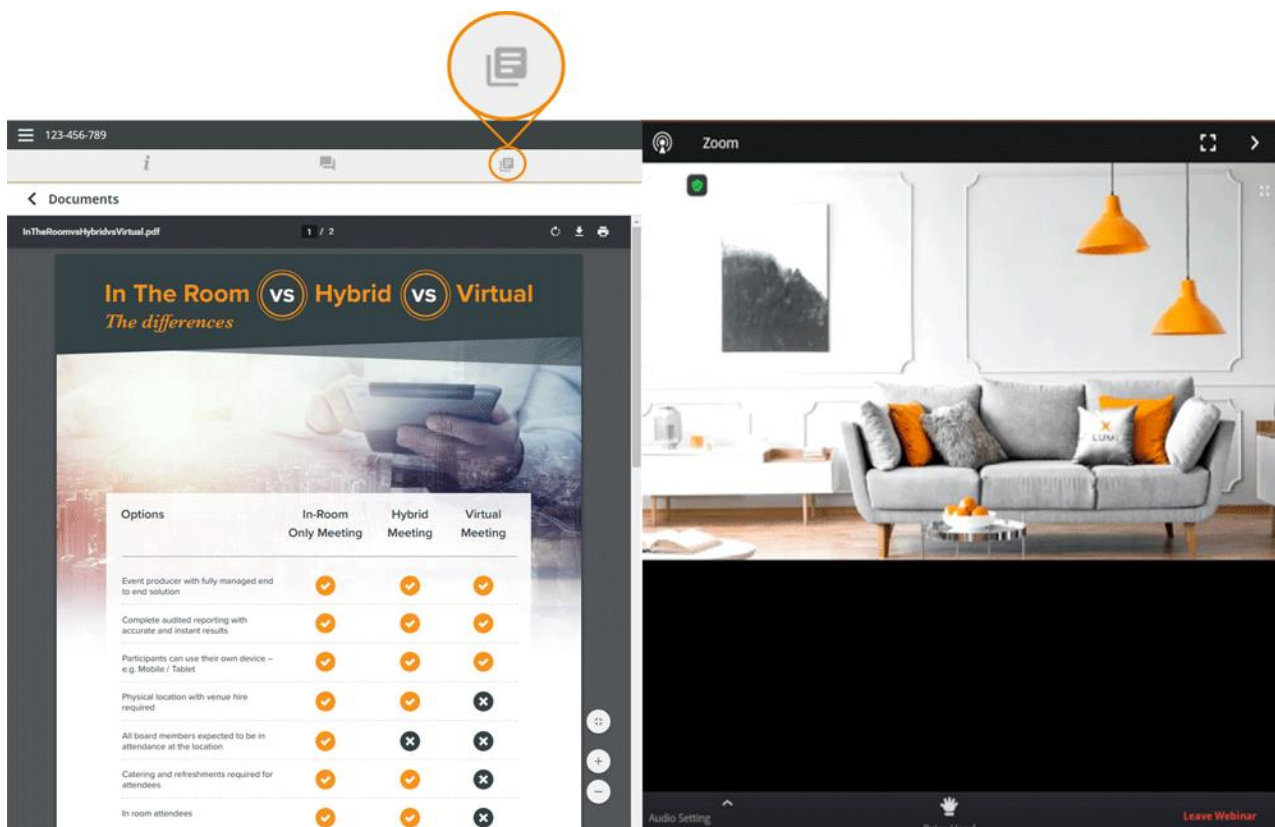
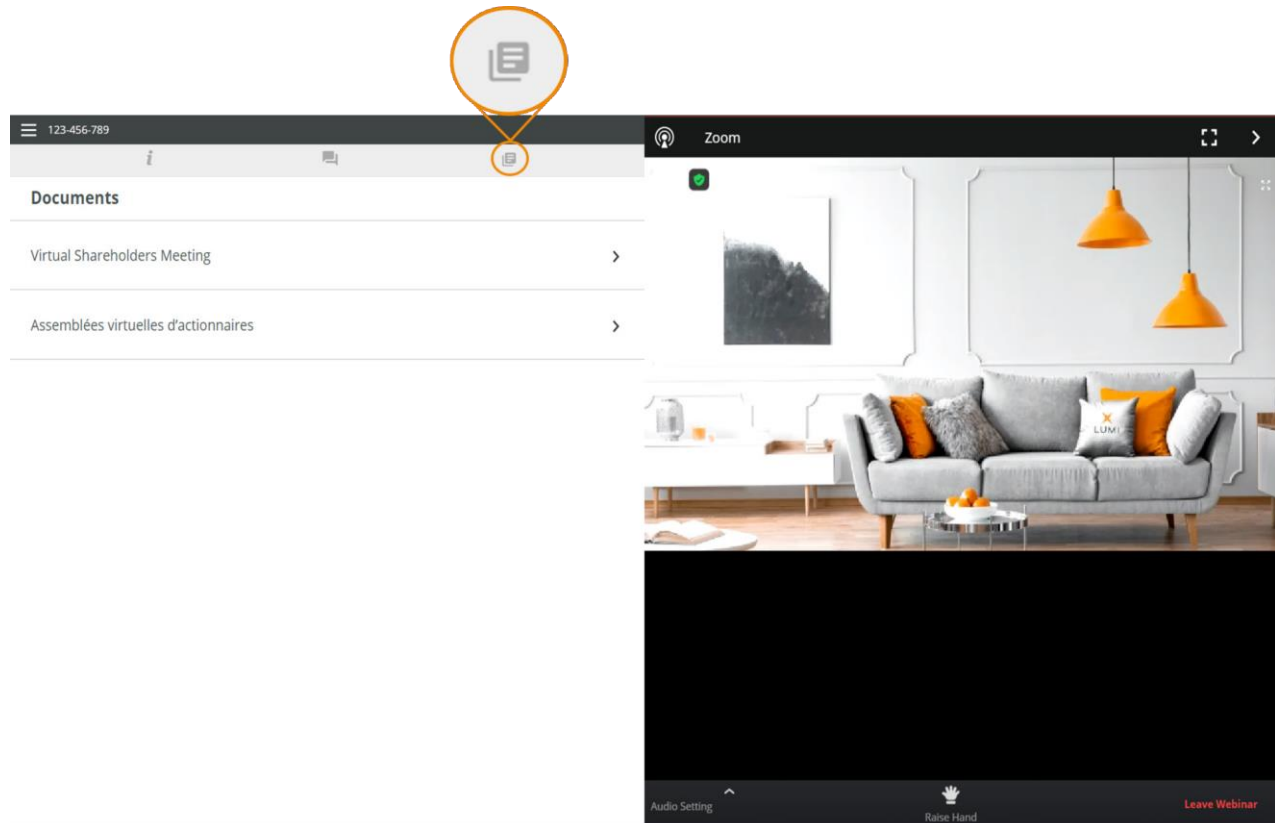


Accessing documents during the virtual meeting



Click on the document's icon in the upper menu bar.

Attendees can view the document in-app, print it or to download a copy



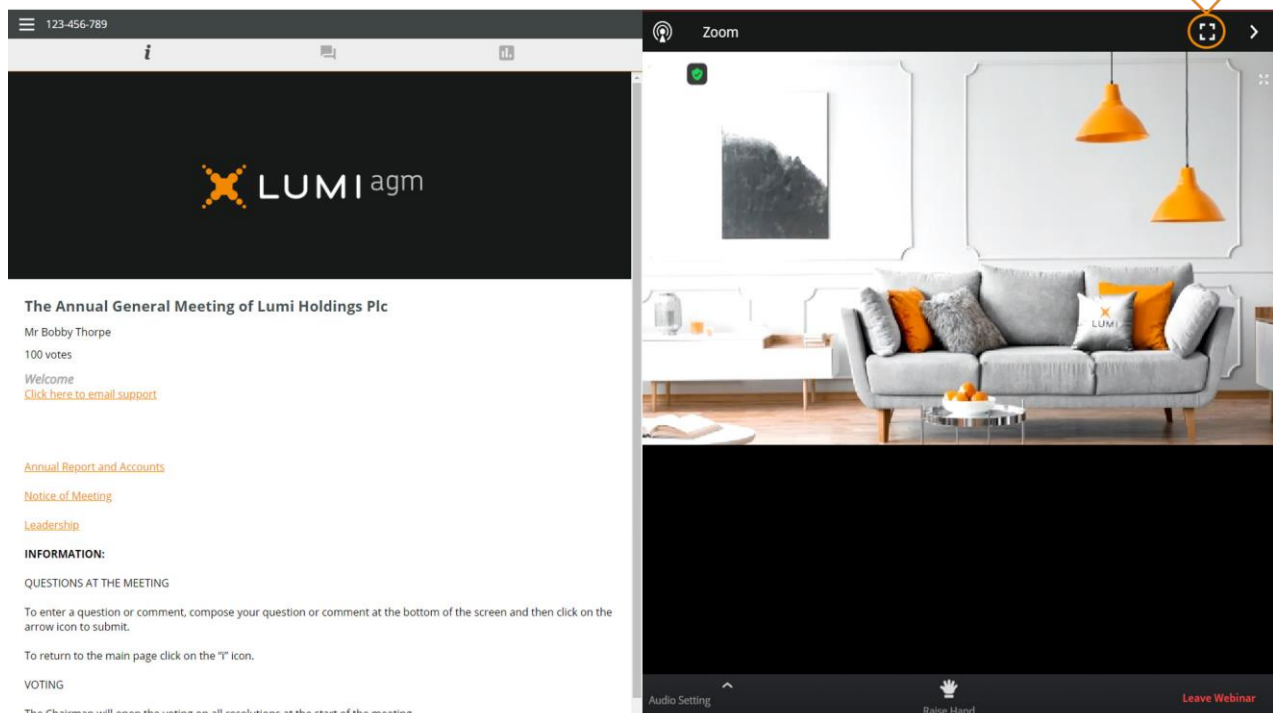
Requirements & Pro tips



The following are requirements and tips to prepare for the best virtual meeting experience:

1. You must join the meeting on a **desktop** or **laptop** computer, do not join on a mobile device.
2. We do recommend using Chrome web browser for the best experience. Microsoft Edge is also a supported browser. Do not use Internet Explorer.
3. If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to a wireless router and that your connection is stable.
4. Headsets are helpful for hearing audio more clearly as well as making yourself better heard when speaking.
5. Should you hit the Zoom 'Full Screen' button, be sure to click the black Zoom bar with you mouse to take yourself back to the side by side view to access voting and the speaking queue.

Full screen icon >





The following are tips for getting connected to the virtual meeting:

1. Log into the platform during the specified [Test Your Tech](#) time to test your log in credentials and audio.
2. Check your internet connectivity.
3. Check your headset for speaker and microphone.
4. Log into the Lumi AGM platform [AT LEAST](#) 15 minutes before the meeting start time.
5. Familiarize yourself with Zoom: Join Audio: if you do not receive a blue pop up message that says "Join Computer Audio" you can click on the "Join Audio" button in the lower left hand corner of the Zoom window to connect to Computer Audio. (You must connect your computer audio to hear the meeting proceedings).
6. Raise your hand: Click on the "Raise Hand" icon.

Test Your Tech Practice Sessions:

There will be a designated time for all delegates and attendees to practice logging into the virtual platform before the virtual meeting starts. We encourage all delegates and attendees to try logging into the virtual platform at some point to ensure that you are prepared for the virtual meeting.

Troubleshooting:

Delegates with technical issues are asked to reach out to the support desk. Instructions on how to contact the support desk are available in the document center as well as on the login page (Need Help button). Please note that unless there is a widespread outage in one area, proceedings will continue.



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