

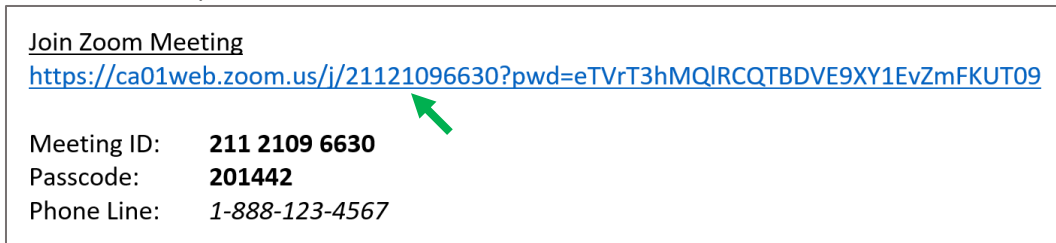
# AGM Videoconferencing Guide 2020

This guide provides information on the functionalities of Zoom that will be used during locals' Annual General Meetings.

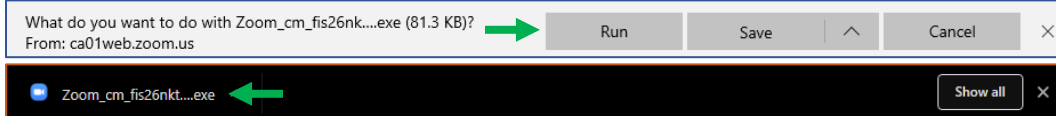
Members will be able to participate in their local AGM by videoconference via Zoom or by teleconference using a designated phone line. However, please note that live interpretation and electronic voting are not available with the teleconference option and that the use of Zoom is recommended to participate more seamlessly in the AGM.

## Accessing via Zoom

1. Click on the link provided in the invite to the AGM.



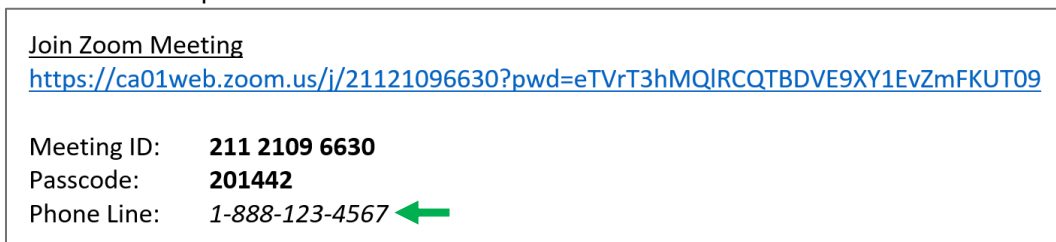
2. Your default browser will open a page prompting you to download and install the app. Click "Run" if using **Microsoft Edge** or click on the downloaded file if using **Google Chrome**.



3. Once the app is open, enter your name and email as they appear in the members' portal. Someone should let you into the AGM shortly thereafter. (This will help us manage participants.)
4. If asked to enter the Meeting ID or Passcode, enter them as they appear in the AGM invite.

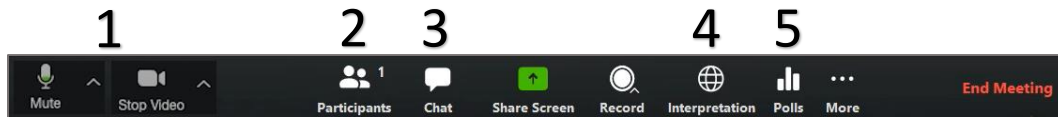
## Accessing via Teleconference

1. Call the number provided in the invite to the AGM.



2. When prompted to enter the Meeting ID and Passcode, enter them as they appear in the invite.

## Zoom Taskbar Icons



### 1. Audio and video settings

- You can enable or disable your microphone and video by simply clicking the two leftmost icons on the taskbar.
- It is recommended to leave these disabled as much as possible to prevent unnecessary audio feedback and to maximize internet speed for everyone.
- You can change audio and video settings and cycle through different devices by clicking the small white arrows next to the icons.

### 2. Participants

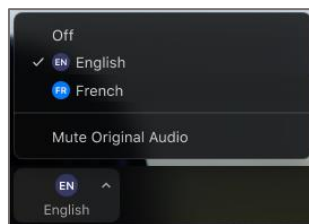


- Here you see a list of all participants attending the AGM.
- This is where you can raise your hand to ask a question or vote by show of hands.  
*\*Please note that, for large locals, no questions will be allowed until the Q&A period.\**

### 3. Chat

- This is where you can submit a question that will be answered during the Q&A.  
*\*Please note that, for large locals, questions will be submitted by email ahead of the AGM.\**

### 4. Interpretation



- Interpretation is only available if it was requested by the local leadership ahead of time.
- Here you can select the live translation of your choice and mute or unmute the original audio.
- You can turn it off at any point to return to the original audio.

### 5. Polls (electronic voting)

- If there is a vote, it will be done either by show of hands using the “Raise Hand” button in the Participants tab or electronically with an anonymous poll.
- Nominations will be submitted by the local leadership before the AGM.
- The poll will only be active during the election portion of the AGM, as shown in the agenda.

## Need Help?

For help accessing the AGM, contact Francis Raposo: [fraposo@acep-cape.ca](mailto:fraposo@acep-cape.ca)

For technical support during the AGM, send a message to the Zoom IT staff in the chat section.