

Zoom Tip Sheet for Participants

JOINING THE MEETING:

- Your link to join the meeting sessions was emailed to you in the Confirmation Email. If you are joining by telephone, the Phone Number, Meeting ID and Password were included as well.
- Sign in to the sessions before 30 minutes before the start time, or earlier, to test your connection. The meeting room will be open early. There will be a brief orientation at 30 minutes before the meeting starts.
- Check that your name appears correctly in the participant list (click “Participants” on your screen to open this list) so your voting credentials can be verified and your name is correct in the minutes.
- If you are not a voting member, please put a “z” in front of your name.
- If you are phoning in to the meeting, one of the Tech Team members will ask you to identify yourself, and will enter you name.

AUDIO:

- When you join the meeting, you will be asked about **connecting with computer audio**. It is easiest to join by computer audio unless your computer does not have speakers.
- If your computer audio does not work, you can also connect by phone using the telephone numbers in the confirmation email.
- Keep the phone number(s) and your connection link handy in case you need to reconnect. In the event that there is an issue with sound, please type in the chat box
- For the majority of the sessions, you will be listening to and/or watching presentations, and participating in discussion. For small group discussion times, breakout groups will be assigned.
- Procedures for voting will be outlined before and during the session. Please note that Communion will be included in the closing Worship, so have your communion elements handy on Saturday afternoon.
- During any session, if you wish to speak, please raise your hand by choosing the hand icon at the bottom of the participant list (click on “Participants” to open the list). When you are recognized by the Convenor you can unmute your microphone by clicking on the microphone icon.
- Participants who are joining by phone, can raise a hand by pressing *9, and unmute by pressing *6.

VIDEO:

- During the sessions you may not need to use your own video (webcam) unless you are going to speak; at the beginning of each session it may be nice to “see” everyone, but once the session is underway it is best for all video to be off apart from the presenters.
- For best viewing, please choose “Speaker View” and/or “Side by Side” options on your screen.

VOTING:

- Only Ministry Personnel and Elected Representatives will be voting at this meeting.
- Please note that there is only one vote per device (computer, tablet or smart phone). If two or more voting delegates are sharing one screen, the additional delegate(s) must sign in on their own device(s) (muted) in order to register their vote.
- Please note that there is no secret ballot option for these meetings. Individuals’ votes will be visible in the Participants list, but only briefly, and as part of a very long list.
- We will be voting using “non-verbal feedback” options: the “Yes” and “No” icons can be found at the bottom of your participants list (click on “Participants” to open the list).
- Participants who are joining by telephone will vote separately. When the Convenor calls for the vote, please press *9 to register your vote. “Yes” and “No” votes will be called for separately.
- Note: When the host **shares their screen** (i.e., with the agenda, a proposal, or Power Point), Zoom will put you into full screen mode and you will lose the chat and participant pods. To get these back, click “Chat” or “Participant” again (they will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging). You will need to have the “Participants” list open in order to vote.
- To raise a point of order or make a procedural motion, raise your hand, and type “POINT OF ORDER” or “PROCEDURAL MOTION,” in the chat, so that the Convenor can adjust the speakers’ order accordingly.

Appreciation is expressed to Shirley Welch, Administrative Assistant, Governance Support, for sharing with us her Tip Sheet for General Council Executive meetings.