

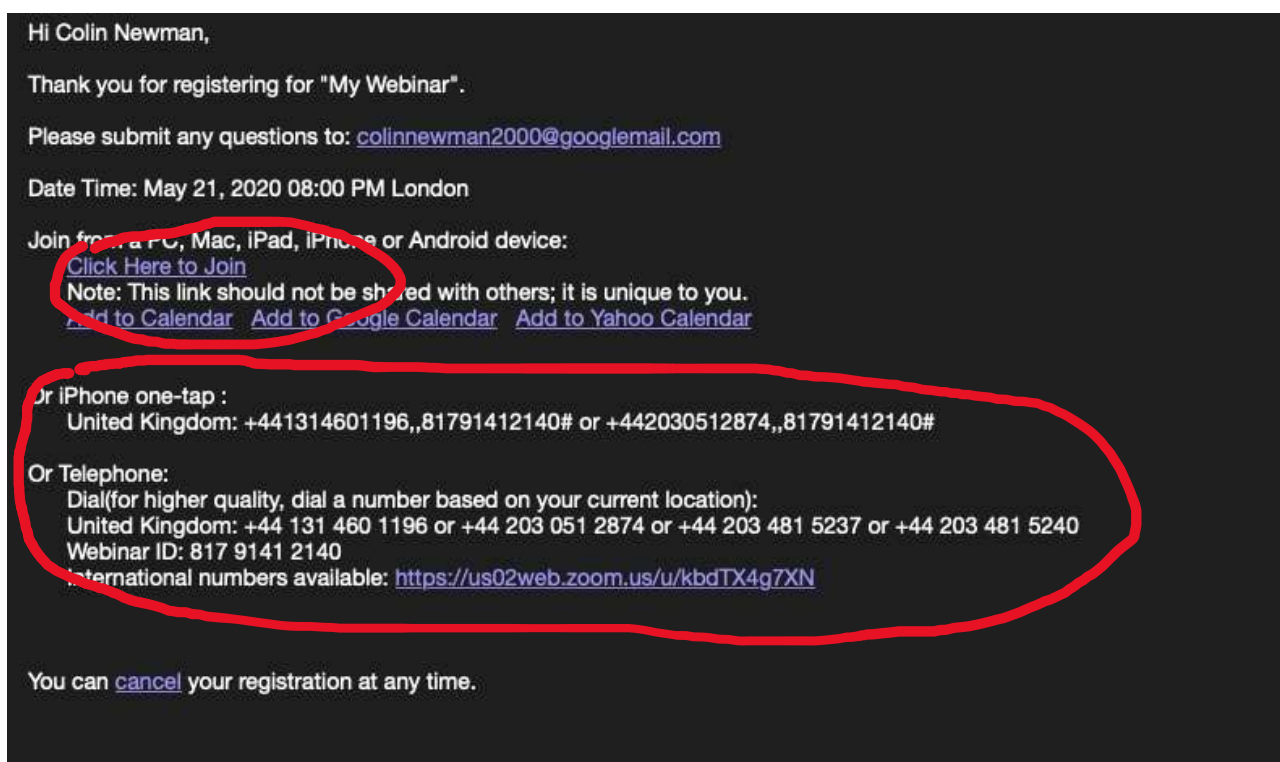
ODG AGM

Joining & Participating

Below are some guidelines, hints and tips for joining and participating in the ODG AGM on Saturday 30th May 2020. The screen shots in this document have been taken from a MacBook in 'Dark Mode' so may not appear exactly as you see on your device. The content however, will be the same.

Joining the Meeting

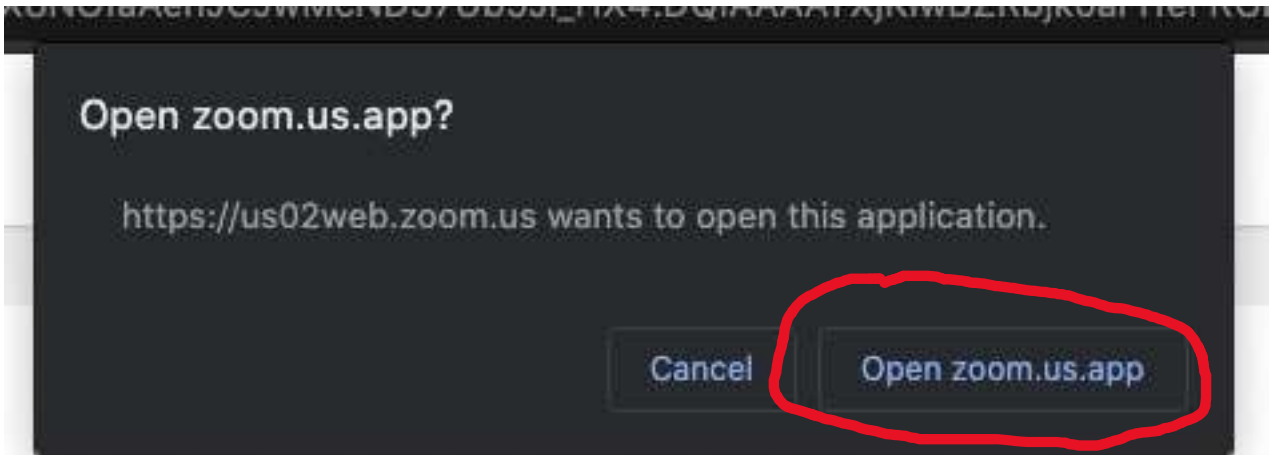
- 1) To join the AGM you MUST register. You will not be able to join the Zoom Webinar unless you have done so. Instructions for registration were sent by the Secretary a couple of weeks back, but if you missed them, they are duplicated at the end of this document for reference. Please read these carefully.
- 2) You will receive an email which looks like the one below, this contains the link to join on a computer/tablet, as well as telephone joining instructions. **You must keep this email** as your link is unique and you will not be able to join without it.



If you have registered as a phone user, your name in the Webinar will be changed by a moderator (known as a host) based on the information you provided at registration.

Please join the meeting at least 15 minutes ahead of schedule to give yourself enough time to get connected and settled before the start of proceedings at 17:00.

- 3) After you have clicked the link, if prompted to do so, you must allow the Zoom App to install/open. Just follow any instructions given.

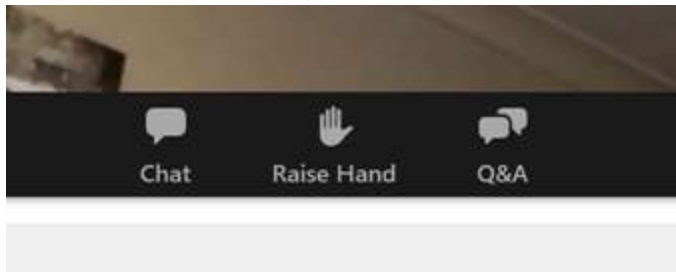


- 4) Once you have joined the meeting you will see either a welcome banner or the video feeds of the officers known as panellists.

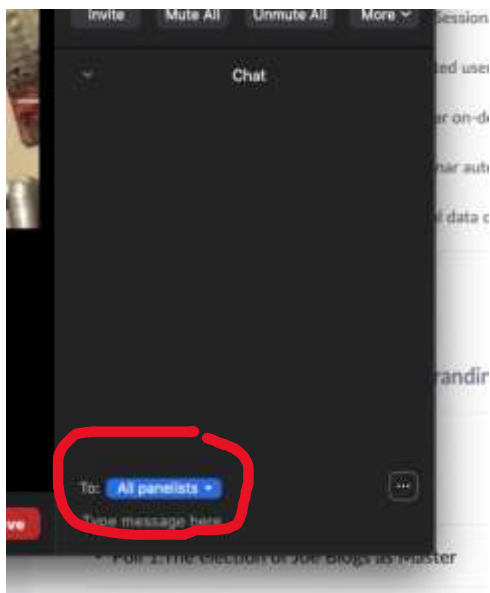
Your video and microphone will be off. This is expected behaviour.

Inside the meeting

When you are in the meeting, the key controls can be found at the bottom on the screen. On a mobile phone and possibly on a tablet device you will need to tap the screen to see these controls.



Chat: Click or tap this to open an area in the bottom right of the screen to chat with the meeting using text. You can use the blue button to select who sees the message, be it all participants, the panellists (officers) and hosts (moderators) or other individuals.



Amongst other things please use the chat function to give any apologies for absence that have not been given in advance. Apologies can alternatively be sent during the meeting by email to secretary@odg.org.uk.

Raise Hand: If you press this button, the hosts and panellists will see that you have raised your hand. This function will be used at times during the meeting which will be advised at the time. You can also raise your hand if you wish to address the meeting which will be at the Chair's discretion. See later section.

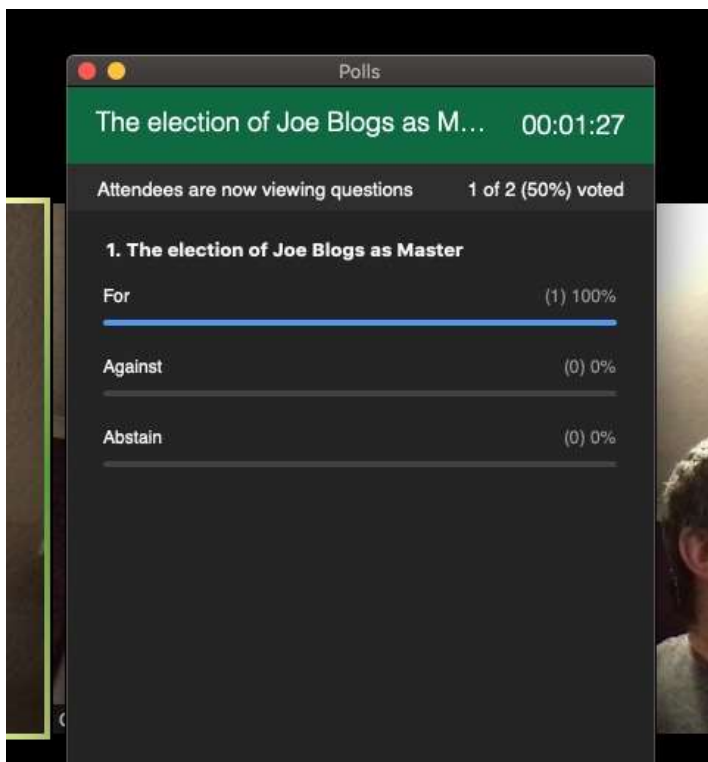
If you are a dial in user (telephone only) you can raise your hand by pressing *9. This will be used to count phone votes in the meeting.

Q&A: You can post a question to the meeting which will be visible to the panellists and hosts. Click the Q&A button, type your question and click send. Other meeting attenders will not know of your question until it is addressed by a panellist.

Questions will be moderated and may be answered verbally or in written form by the panellists.

Voting

Items which require a vote will be handled via the Webinar Polling system. Polls will appear on the screen and you should select one option and submit. Results will be displayed to all at the end of the poll.



IMPORTANT:

- 1) Those on the phone will not see the polls and will be given live instructions on the day on how to vote using the 'Raise Hand' function.
- 2) Where there are two people using the same device to connect to the Webinar, only one vote can be counted. This is something we are unable to overcome. Given the low number of attenders in this position, this will not be taken into account unless there is a 'close call' in which case instructions will be given at the time.

Addressing the meeting verbally

If you are invited by the chair to contribute to the meeting, one of the hosts will unmute your microphone and offer you the opportunity to enable your video. You will then be able to address all present.

The Panellists

Katie Lane – Master

Tony Crabtree – Deputy Master

Ken Darvill – Hon. Secretary

Stuart Gibson – Hon Treasurer

The Hosts (moderators)

Colin Newman

Jonathan Cresshull

After the meeting

Following the AGM, there will be an open Zoom Meeting to which all are welcome. This will be different from the Webinar with all videos and microphones turned on.

Registration Instructions for the ODG AGM Webinar

This section is repeated from the email. To attend the ODG AGM you will need to pre-register so that we know in advance who will be there, in addition to ensuring that we shall have a quorum. YOU CAN REGISTER FROM NOW ONWARDS by clicking here: https://us02web.zoom.us/webinar/register/WN_gTLxZA1XQPj8jnHgMtRINQ

When you click on the link above you will be presented with a form to fill in (fields marked with a red asterisk are mandatory).

If you are intending to join via phone only, please use the field provided to supply the telephone number from which you will be calling. This will help us identify you in the meeting.

If there will be more than one person attending via a single connection, please provide the names of the additional attenders in the field provided. Please do not fill in separate registrations for this, as only connected sessions will be counted as present.

Once you have filled out the appropriate fields, click the 'Register' button. You will then be presented with joining instructions which will also be emailed to you. Please do not delete the email as you will not be able to join the meeting without using the personalised link included.

ODG AGM Webinar – Basic Connectivity and Known Limitations

There are two ways to connect to the Webinar, those being via the Zoom Client on any device(PC, Mac, Tablet, Mobile Phone) and the other via a good old telephone line (Voice only). Given that most communication in the current climate is done via video conference, most people will already have the Zoom client installed. If not, in 99% of cases it will be automatically installed for you when you click on the meeting link. The only known exception so far is for Windows 10 users with S Mode turned on. We are not able to overcome this issue without S Mode being turned off. If you find yourself in this bracket you can either select to turn off S Mode or use a different device or as a last resort, the telephone option.

It is not possible to connect to the meeting via just the browser interface, this is Zoom restriction which cannot be circumvented so to join the Webinar on a computer you will need the Zoom client.

Further guidelines will be issued in the week approaching the meeting which will include details on what you should expect on the day, how to vote on items, and how to input questions.

There will be a test session on Monday 25th May at 18:00, where those new to Zoom can join a test meeting to ensure their technology is in a good place. This meeting does not require registration and can be joined here <https://us02web.zoom.us/j/89795198679>