# ODG November General Committee
Joining & Participating

Below are some guidelines, hints and tips for joining and participating in the General Committee Meeting on 28th November 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.
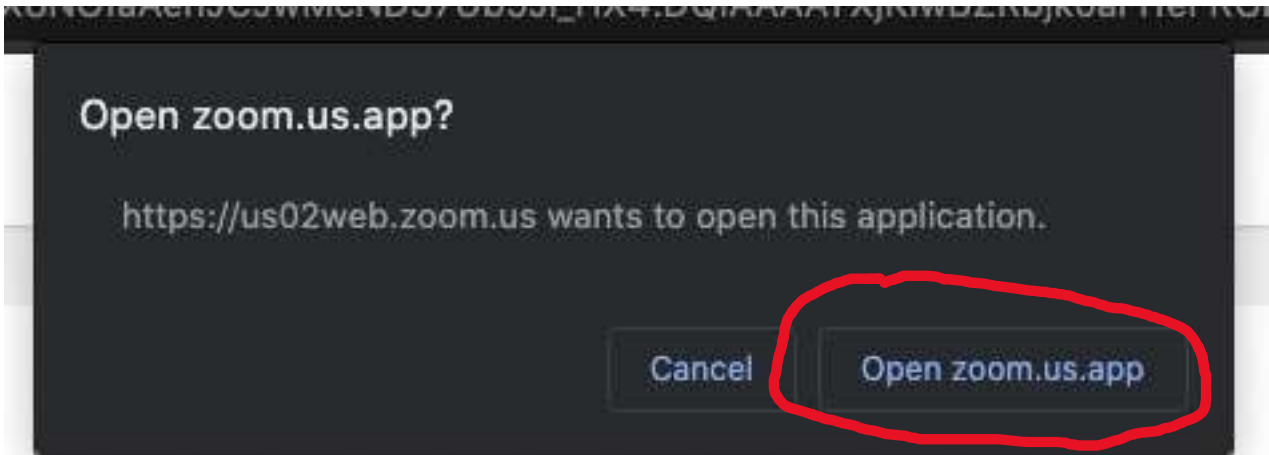
Joining the Meeting

1) To join the meeting you MUST register. You will not be able to join the Zoom Webinar unless you have done so. Instructions can be found in the last section of this document.

2) You will receive an email which looks like the one below, this contains the link to join on a computer/tablet. **You must keep this email** as your link is unique and you will not be able to join without it.
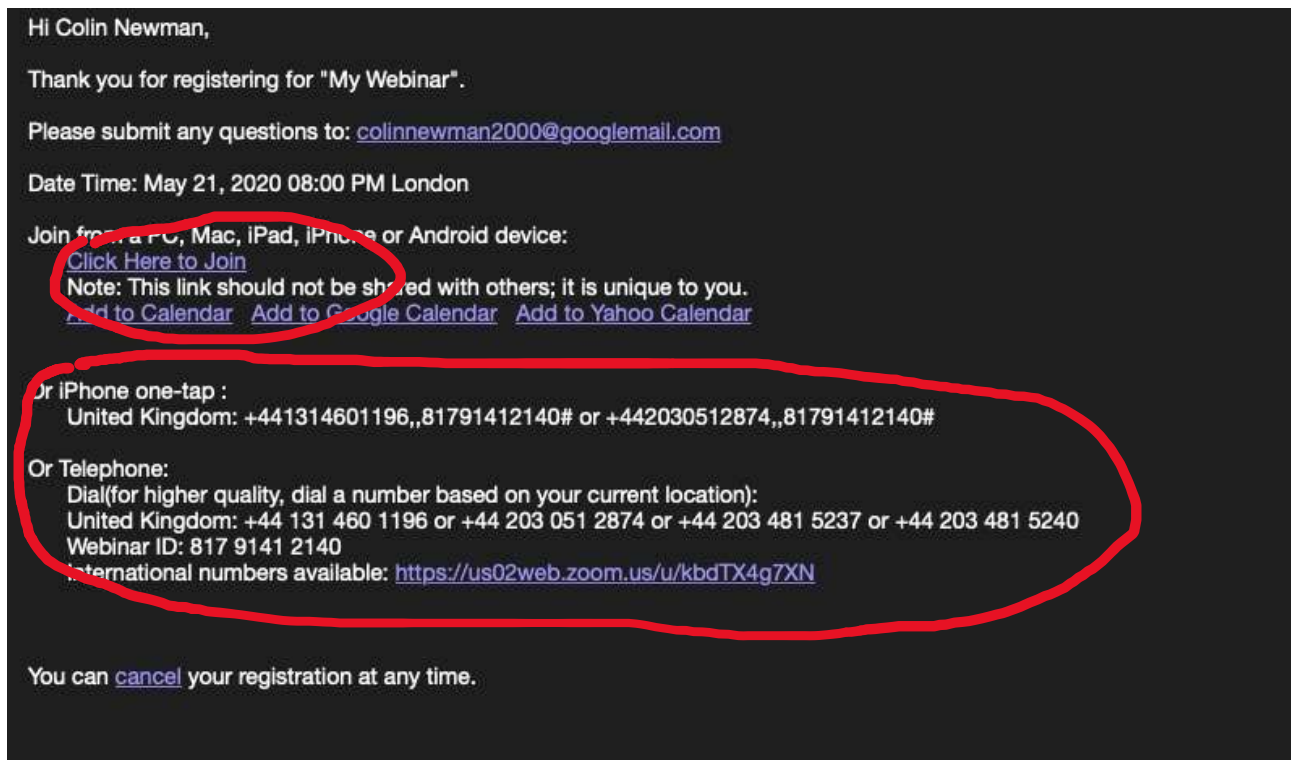
If you are a phone user you will only be able to listen to the meeting, there will be no ability to vote.

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 15:00.

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.
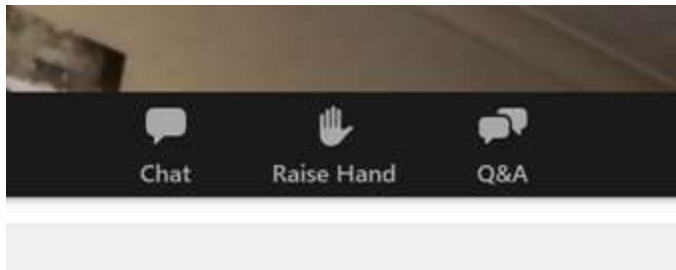
Chat: Click or tap this to open an area in the bottom right of the screen to chat with the meeting using text. You can use the blue button to select who sees the message, be it all participants, the panellists (officers) and hosts (moderators) or other individuals.
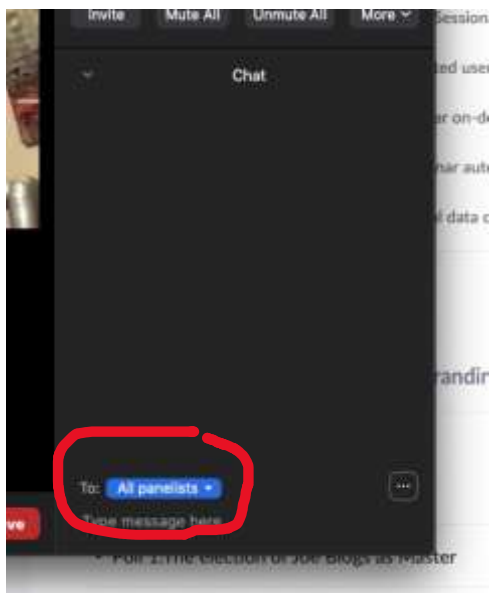
Amongst other things please use the chat function to give any apologies for absence that have not been given in advance. Apologies can alternatively be sent during the meeting by email to secretary@odg.org.uk.

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.

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 or Host(s).

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.
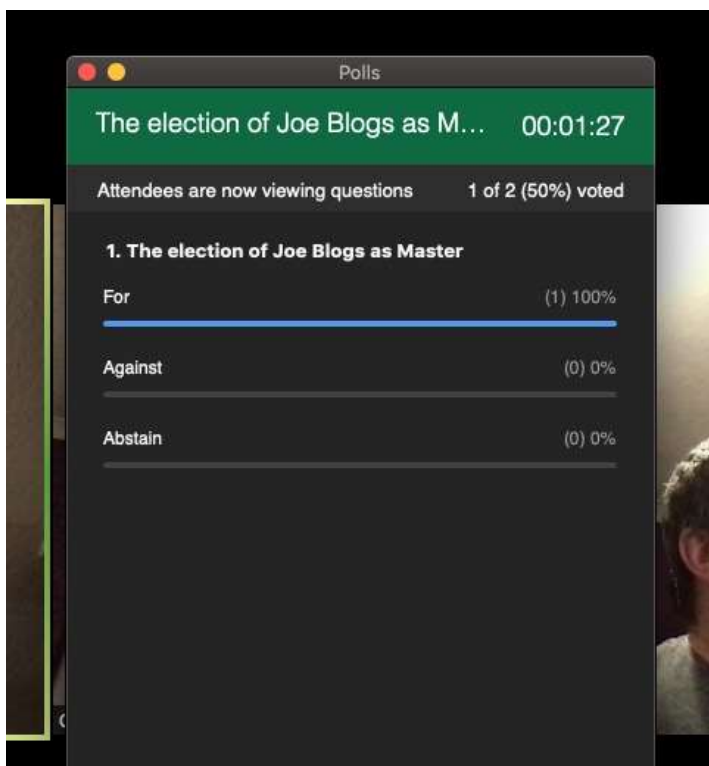
IMPORTANT:

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 Host (moderator)

Colin Newman

Registration Instructions for General Committee Webinar

This section is repeated from the email. To attend the meeting you will need to pre-register. YOU CAN REGISTER FROM NOW ONWARDS by clicking
here: https://zoom.us/webinar/register/WN_N2pEq5s6TS6UuQIg_WYugw

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 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.

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.