



Zoom Instructions for November County Convention

COVID-19 has certainly been a challenge in our day-to-day lives during 2020. This is also causing a major effect on how our party conducts its 2020 County Convention to elect our Executive Committee for the 2021-2022 cycle. Due to recent COVID-19 restrictions, we are forced to hold this convention entirely virtually. To accomplish this, we will be using Zoom. This sheet is to help guide you through the process of using Zoom to participate during the convention.

Before the Meeting:

- If you have not done so already, create a Zoom account. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
- If you are having trouble creating an account, please contact our office at 616-459-0141.
- You must pre-register for the convention by going to www.KentGOP.org/convention and filling out the registration form. Please provide the email address associated with your Zoom account.
- You will be required to either use the Zoom desktop application on your computer, smartphone device, or tablet to participate. Check to make sure your camera and microphone are working properly. For the best sound quality, we suggest an external microphone.

To Join the Meeting:

- You will receive a Zoom link in your email prior to the convention. Click on this link to join the meeting. Please **do not share** this email link with anyone, even other precinct delegates. It is a unique link personalized to you with your breakout room assignment. This will be explained further below.
- If you have trouble joining the meeting through the link during the convention, please contact our office at 616-459-0141.

During the Meeting:

- It is up to your discretion if you would like your video on. All participants will be muted upon joining the meeting.
- If you would like to speak during the convention, please use the chat function and message the host stating your intentions. You will be added to the speaker's list and unmuted when the chair recognizes you.
- Once the meeting begins, the convention as a whole will be called to order. Once we conclude introductory remarks, the caucus portion of the convention will begin. This is when the precinct delegates will meet based upon what County Commissioner District they live in. To do so, we will use the "breakout rooms" feature.

How Breakout Rooms Work:

- You have been pre-assigned in Zoom to a breakout room with the other precinct delegates that reside in your County Commissioner District. When we "breakout" from the full convention, you will be moved into a breakout room where you will be able to caucus with your fellow delegates in your respective County Commissioner District.
- During this breakout session, you will nominate one member from your County Commissioner District to the Kent GOP Executive Committee. Your caucus chair will be given instructions beforehand and guide the group in this process.
- There will be a 30-minute time limit in your breakout room. After you have concluded the business or the 30 minutes run out, you will be joined back into the convention as a whole.

For any questions regarding this document and the process for the convention through Zoom, please contact Kent GOP Political Director Mike Sullivan at msullivan@kentgop.org or 616-459-0141.