

How to participate in our Virtual AGM

September 22, 2021 at 6:45 PM

This year's Annual General Meeting will be held virtually.

You can participate online using your smartphone, tablet or computer. However, using a laptop or desktop computer with a working camera is the preferred option.

By participating online, you will be able to view a live webcast, see other participants of the meeting, ask questions online and submit your votes in real-time.

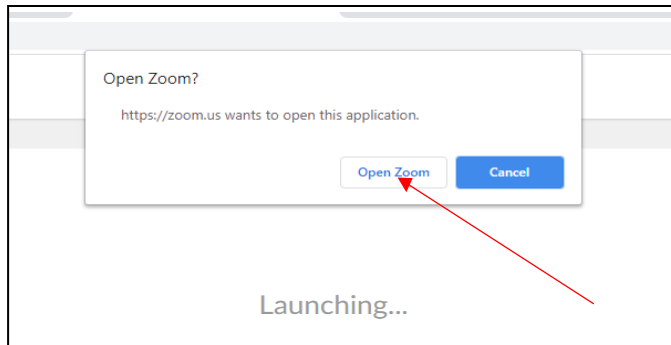
Video Conference Etiquette:

- Find a quiet place to participate in the meeting to ensure confidentiality
- If there is a possibility of others overhearing your meeting, wear headphones or a headset
- Be cognizant of your background and surroundings. Try to minimize distractions.
- Please keep your camera on to ensure transparency of participation
- Look at the camera as much as possible
- Join the meeting 5-10 minutes early to ensure everything is functioning properly, this will help us ensure the meeting can start on time
- All other group norms that you would expect as part of an in-person SCIC meeting or event apply

Video Conference Instructions

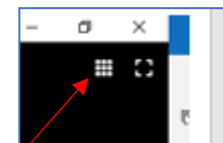
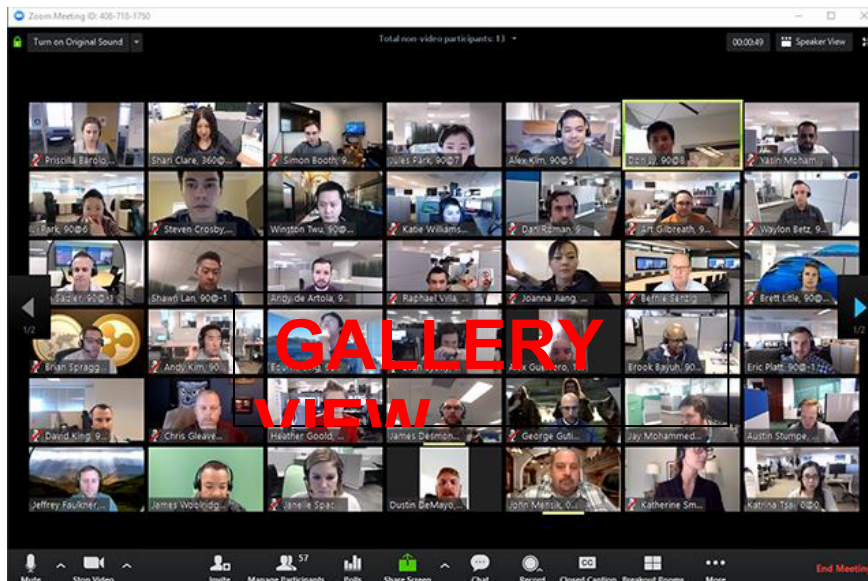
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Centre](#). Otherwise, you may be prompted to install Zoom when you attempt to join the call. For this reason, please plan to sign into the meeting 5-10 minutes early to ensure everything is working.

- 1. You will receive a zoom invitation link the day of the meeting. Follow the link and if prompted select 'Open Zoom'**



- 2. Wait for the meeting host to let you in and then select 'connect to audio'. Please ensure your mic is muted**

Tip: Use the options in the top right-hand corner to switch to Gallery view to see all participants




3. Edit How Your Name Appears Onscreen

To ensure transparency and avoid confusion during voting, please make sure you use your real name as your ZOOM Username.

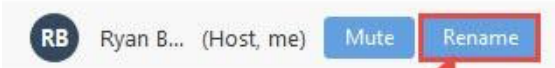
1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

To change your name after entering a Zoom meeting, click on the "Participants" button at the top or bottom of the Zoom window.




Next, hover your cursor over your name in the "Participants" list on the right hand side of the zoom window. Click on "Rename"



2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

Enter your full name to appear to other participants in the meeting and click "OK".



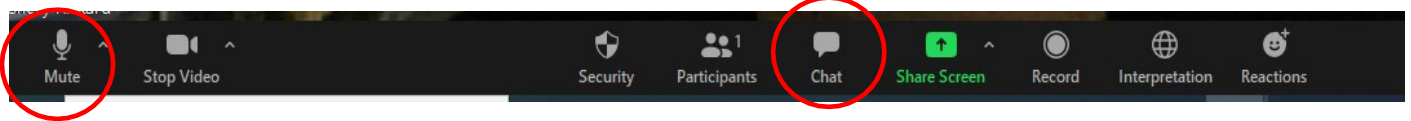
3

Type in the display name you'd like to appear in the meeting and click on "OK".

For Voting
Delegates
(Organizational
Members), please

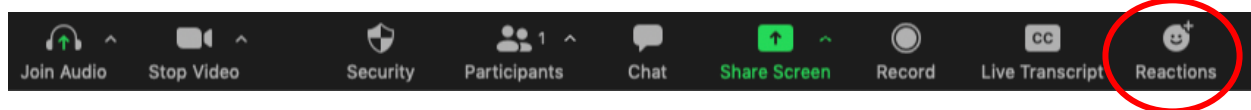
include the word **VOTE** in front of your name. e.g.
username: "VOTE Jennifer Dreaver"

4. Take a minute to review the options at the bottom of your screen. There are important features that may be used during this meeting

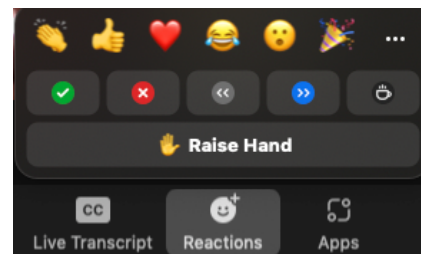


- **Mute** – Use the mute button at the bottom of your screen when not speaking. This is important to eliminate background noise.
- **Chat** – The chat feature is not private, and messages are visible to the entire group. Use this feature for technical support only or when asked by the Chair to respond to a question that requires more than a yes or no response.
- **Communicating during the meeting**

Use the 'Reaction' button to bring up meeting participation options you can use during the meeting



Raise hand – Click this icon if you wish to speak. The chair will call on speakers in the order that they raised their hand.



Tip – Remember to unmute your yourself only before speaking and click the mute button again when you are done 😊