

YEU Procedure – Setting up a Local Meeting or Event (In-Person, Zoom or Hybrid)



1. Before you send a request for the Hall to set up a meeting or event:
 - a. Determine date and time for your meeting
 - b. Determine if you will require Zoom* and:
 - i. Do you need to use the YEU Hall's videoconference equipment?
 - ii. Will you be running polls?
 - c. Determine if you will have anyone in-person**
 - i. Who will run the videoconference equipment?
 - ii. Who will be responsible for locking up the YEU Hall/letting people in and observing YEU's COVID-19 protocols?

2. Send email request to Haley Philipsen (Executive Assistant) to let her know which pieces you'll need the Hall to assist with:
 - a. Post/create Event (if you need help) for the website;
 - b. Create a Zoom link for the event;
 - c. Add an RSVP button in your event for Zoom and/or In-Person;
 - d. Sending an email blast to members through Nation Builder;
 - e. Create the auto-response email with the Zoom link;
 - f. Preparing an AGM package (if needed);
 - g. Pre-setting of polls (if needed) and
 - h. Book a room at YEU Hall for the meeting time (if needed).

3. Check-in before your meeting to get updated RSVP numbers for Zoom and/or In-Person meeting

Notes on Zoom:

Zoom links can be created through the YEU Hall but please note that you will have limited capabilities without a paid Zoom account.

You will not be able to record, use polling or switch hosts unless you (or your local) have a paid Zoom account or a YEU Staff Member or a YEU Component Executive Member on hand to run this for you.

A Zoom account is \$20/month or \$200 annually (discounted for the year). If you wish to run polls, you will need to request that a YEU staff member or a YEU Component Executive Member be present to run them for you. Please ensure that your request to Haley includes the request for a YEU staff member to run the Zoom, as most of these meetings are outside of work hours, they may trigger overtime.

If the Local needs to host a number of meetings in a short period of time (such as bargaining input period, during negotiations or ratification, AGM and/or Elections), YEU can add you temporarily (on a month-to-month basis) to our Zoom account and remove you (to allow room for other Locals to do this, as needed). If you wish to have temporary zoom access granted, your Local will need to have already set up at least one generic @yeu.ca email address; please contact us to have that implemented.

Notes on In-Person meetings:

If you plan to use the videoconference equipment at the YEU Hall, please ensure that you know how to use it prior to your meeting or set up a practice run with someone at the Hall.

Please have your in-person meeting host ensure all guests sign in on the YEU Contact Tracing form and lock up the building after the meeting.