Instruction Sheet

For the Virtual House of Delegates and Reference Committee Hearings

This instruction sheet is provided to assist participants with navigating the virtual House of Delegates and Resolution Committee Hearings. Information such as understanding how to use and log into platforms, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this prior to attendance at the House of Delegates and Resolution Committee Hearings. Keep it available during the virtual meeting for reference as well.
Note: if you do not intend to speak or vote you need only login to Zoom.

Your Two Platforms

You will use two platforms to participate in the House of Delegates and Resolution Committees:

1. Lumi Platform	2. Zoom Webinar
Use for: • Entering the speaking queue. (A key to the speaking *Action Terms* you must use will be found in the Lumi platform). • Voting on elections and motions. • Viewing documents.	Use for: • Viewing meeting proceedings. • Raising your hand to speak *when asked to do so by the presiding officer.* • Enabling your microphone and camera to participate in the discussion, *after being called on by the presiding officer.*

You will have **both** the Lumi Platform and Zoom Webinar open on your computer in two different windows. You may use two devices. For example, a separate mobile or tablet may be used to log into the Lumi platform to request to speak and vote.

Your Login Instructions

- For the **LUMI** Platform: click on the provided Lumi link (page 2) for the respective session.
    - o Delegate Code = numeric code emailed to you Thursday, April 8th.
    - o Password is 2021annual
    - o Alternates and members wishing to speak during reference committee hearings should simply login as "guests"
- For **ZOOM**: click on the provided Zoom Webinar link (page 2) for the respective session and use your first and last name at login. Please ensure you have entered the same first and last name as in LUMI.
- Reminder to **Alternate Delegates** (only when "seated" in the HOD) you will use your delegate's LUMI credential but must still enter your first and last name in ZOOM.

Your Links

LUMI Links

|	Lumi Link
House of Delegates and Resolution Committees	https://web.lumiagm.com/210779937

Zoom Links

	Zoom Link
House of Delegates and Resolution Committees:	https://us02web.zoom.us/webinar/register/WN__nx7waOBQIe-lOGfOAV0_g

## Speaking during the virtual meeting

- When you log into the LUMI Platform, you will see the Information Screen.
- Once the Speaker opens the Speaking Queue, you can click the 'Join Speaker Queue' icon in the menu bar.

- To join the speaking queue, you MUST enter (copy/paste or type) one of the listed **Action Terms** in the "*Ask a Question*" box at the bottom and hit the 'purple' arrow icon.
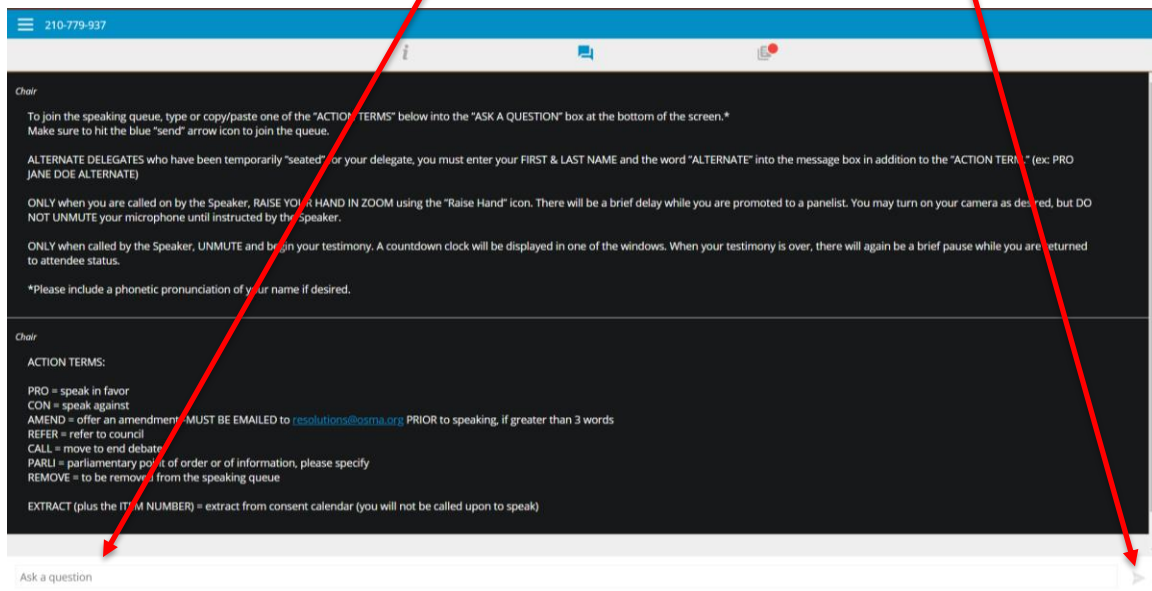
- **DO NOT ENTER ANY OTHER COMMENTS OR QUESTIONS INTO THE BOX.**
- *ALTERNATE DELGATES FOR THE HOD ONLY-After your Action Term add your FIRST and LAST NAME and ALTERNATE (ex PRO JANE DOE ALTERNATE)*
- The presiding officer will announce the order of speakers. When your name is announced, **RAISE YOUR HAND IN THE ZOOM PLATFORM**.
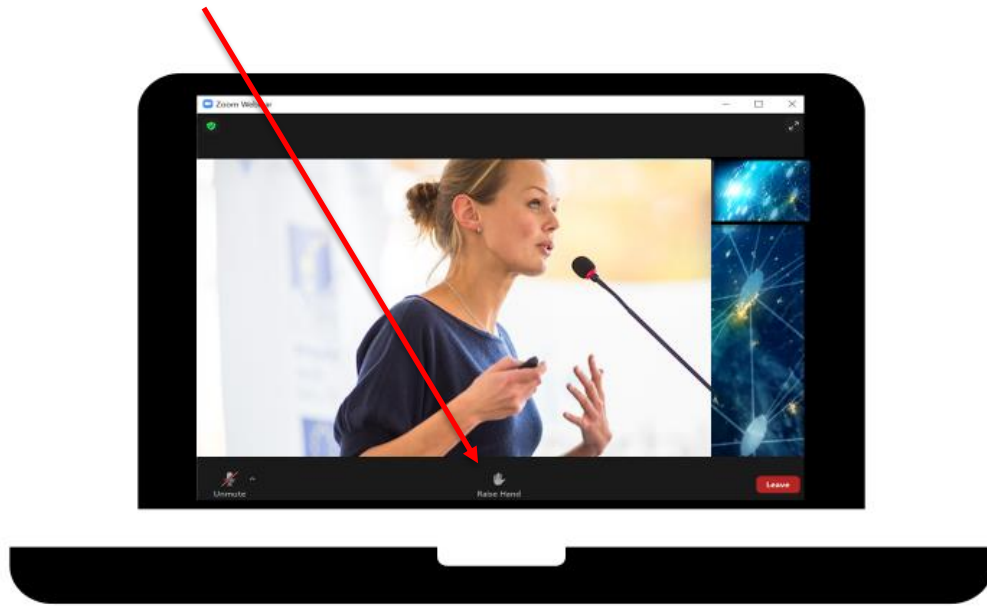
- There will be a slight pause as you are moved from an "Attendee" in ZOOM to a "Panelist." **DO NOT unmute or turn on your camera until directed to do so by the presiding officer.**
- When it is your turn to speak, turn on your microphone and your camera (if desired) and begin speaking.
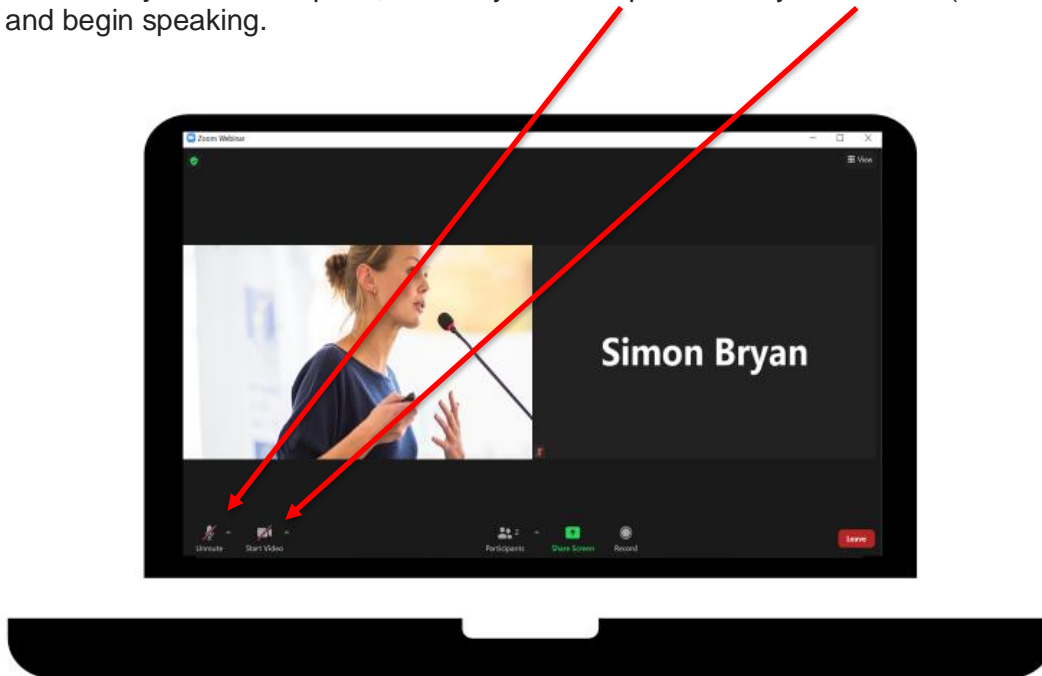
- You will see a countdown timer in one of the windows showing your allotted time (2 minutes unless changed by the presiding officer).
- Once your turn to speak is over, the production team will mute your microphone and disable your camera, moving you back to an 'Attendee' (again there will be a slight pause as you switch back).

Voting

- Voting items will appear automatically in the Lumi platform.
- When the vote appears, select YES or NO, your vote will be cast automatically. If you wish to change your vote, you may do so as long as the poll is open. Remember only your last selection will be counted.

Viewing Documents

- You can view meeting documents by clicking on the Documents icon in the menu bar in the Lumi platform.

Information Screen

- You may return to the information screen by clicking on the Information icon on the menu bar in the Lumi platform.
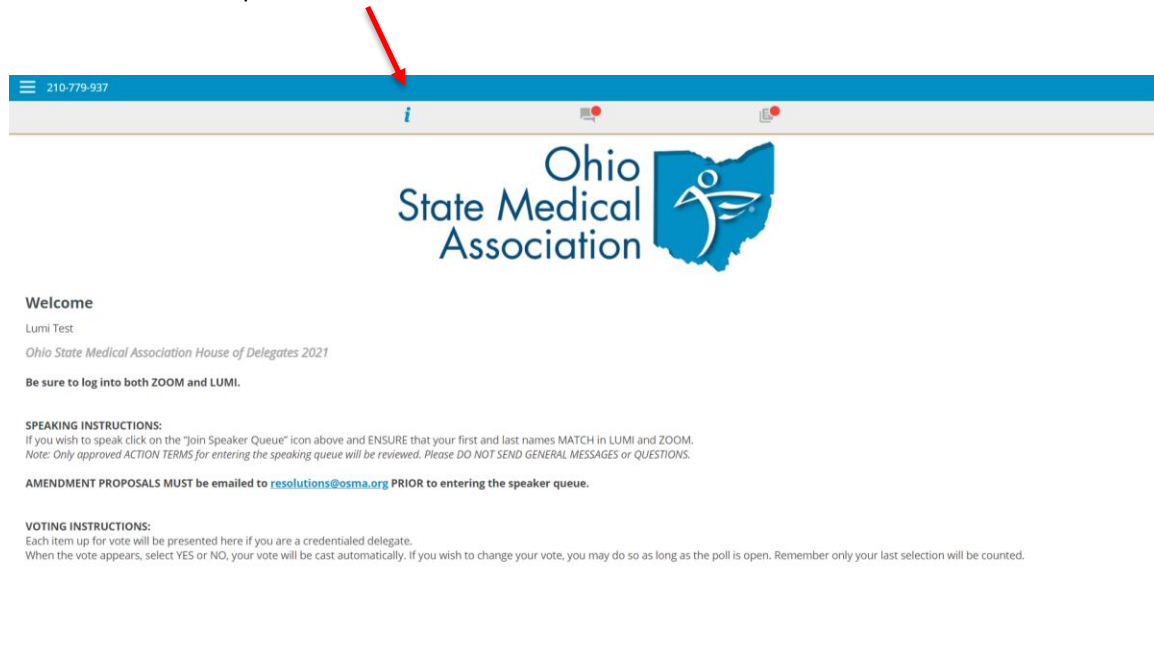

Best Practice Tips

The following are tips to prepare for the best virtual meeting experience:

- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio and speaking more clearly.
- Speakers from the floor will be able to be seen on webcam while speaking, although a webcam is not necessary to participate in the Zoom Webinar. To share your webcam video, ensure you have a webcam built into your computer, or connect a free-standing one.
- We recommend using Zoom on a computer rather than a mobile device.
  - Please keep your camera turned off in Zoom until prompted.
  - Please keep your microphone muted in Zoom until prompted.
- You can log into both Zoom Webinar and Lumi **up to 15 minutes** before, we encourage everyone to log in at this time to make sure they are connected when the meeting starts.

- **Familiarize yourself with Zoom:**
  - o Make sure you log into Zoom with your first and last name so production staff can easily find you in the list and unmute your microphone if you will speak.
  - o Raise your hand icon – use when prompted.
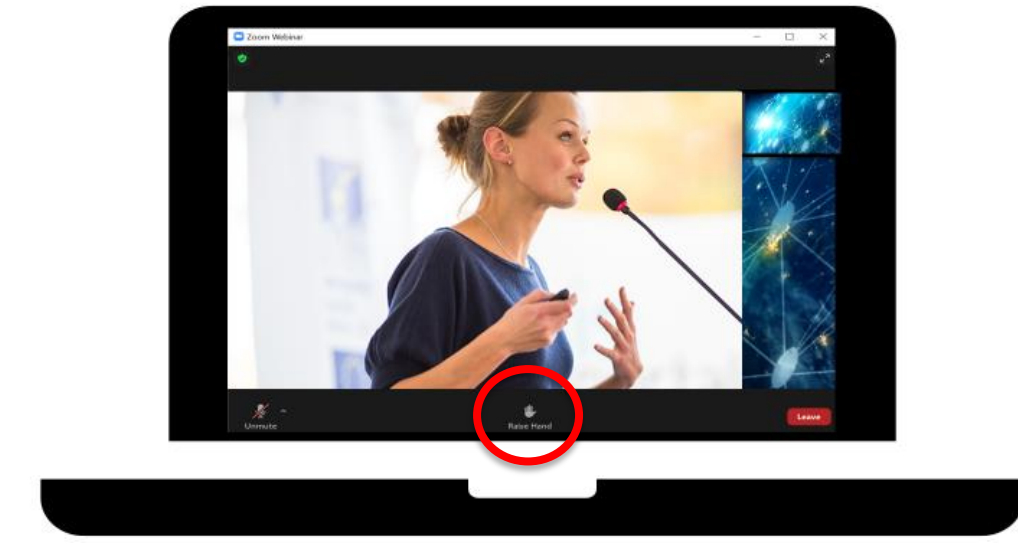
  - o Unmute when called upon to speak: bottom left corner.
  - o Turn on your camera (if desired) when called upon to speak: bottom left corner.
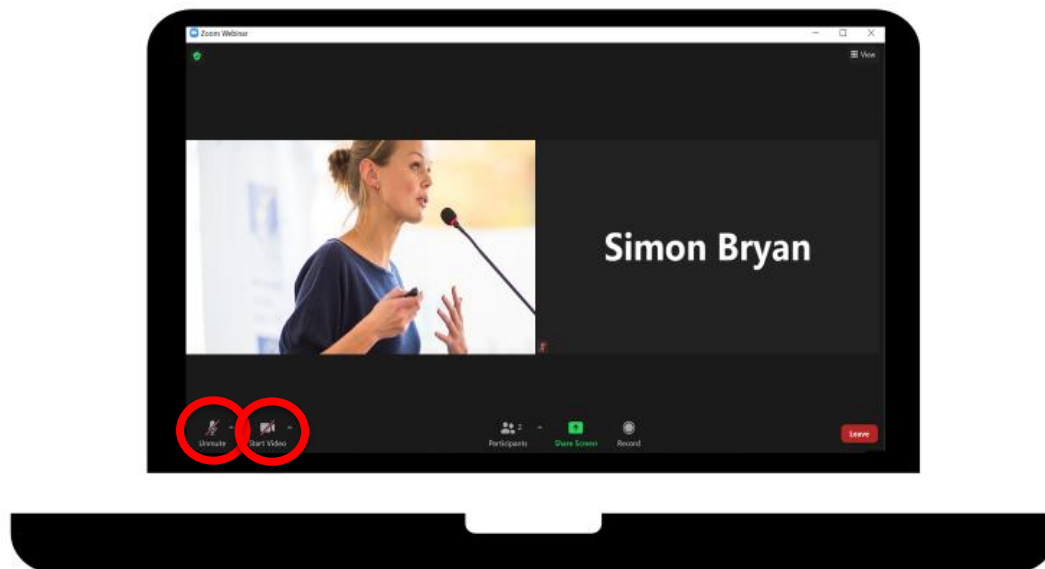
Practice Session

- There will be a practice session as listed below. We encourage all delegates to participate in in this session to test logging into the Zoom and the Lumi platforms and get comfortable using both.

Thursday, April 8 from 7:00 – 9:00 pm (EDT)Troubleshooting

- Participants with technical issues should email   info@osma.org (please include a phone number); we will contact you back as soon as possible to assist. For urgent issues during the meeting, the HOD Hotline: (614) 527-6762, will be available for assistance. Please note that unless there is a widespread technical difficulty, proceedings will continue.

FAQs

- **What is my username to log into the Lumi platform?**
- The alpha numeric code was emailed to all delegates on April 8th. Delegates may share their code with their alternate delegate, but only one person can be logged in with a username at a time. The password is 2021annual (lower case). Others may log into the Lumi platform as "guests" and simply input your first and last name.
- **Does the platform allow for participants to group chat with each other and other voting members during the virtual meeting?**
  No, the chat and message functions are not enabled to allow participants to communicate with one another. Participants are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.

- **How do I vote?**
  When a motion / resolution is put before the meeting, the voting will automatically pop up within your Lumi platform. Simply click on your selection to cast your vote.

- **Which browsers are supported?**
  It is recommended to use the latest versions of Chrome, Firefox, Edge or Safari.
  Internet Explorer is **NOT** supported.