# LWASCR AGM

The AGM will be held this year on Zoom.  The secretary will advise of the time, date, agenda and any necessary papers. The link to the meeting is as follows:

https://us02web.zoom.us/j/9012719321?pwd=VU44SUVodUozVGJnN2M4dkI3SDgxdz09

Meeting ID: 901 271 9321        Passcode: 636361

There is no need to pre-register.  The meeting ID will be open from 1 hour before the meeting starts. It is advisable to start to prepare at least 15 minutes before the start, just in case of unexpected problems.  This document is intended as a guide to the technicalities of joining the meeting on zoom.

## Contents of this Guide

# Guide to using zoom.
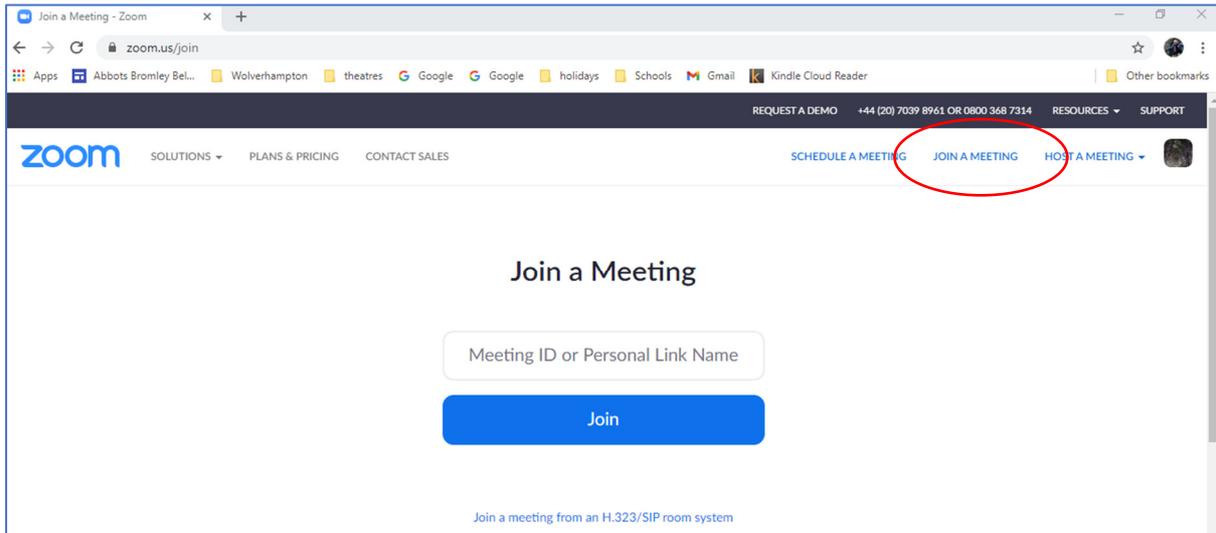
If you already have zoom, jump to step 2.  Otherwise you will need to install it first.  In your internet browser, type     www.zoom.com

1. ## Basic Installation and set up of zoom

    a. ### For a one-off meeting and you are not likely to use it again:
In the top right corner of the web page, click "join a meeting"

You will be prompted to enter the meeting ID and password.  You can then jump to step 3.



    b. ### If you plan to use zoom more often, then install it.
Select "pricing" and on the LH side under the heading "Free", click "buy now".  The free version is fine for one-to-one calls, for up to 10 people and up to 40 minutes.  If you want more then there are paid-for versions.  The Free version is also fine for joining other people's meetings, however long.

Don't bother with the add-ons (unless you want them) and find the install button (it might be marked "buy now", but you shouldn't need to enter card details for the free version.

You will have to set up your account details.

(It normally automatically assigns you a personal meeting ID and meeting password, but you can over-ride them with bespoke names if you wish). You will not need these for the AGM meeting.
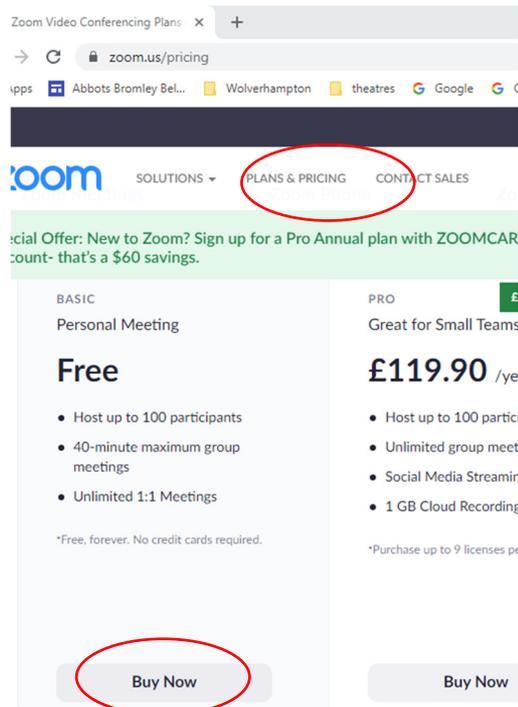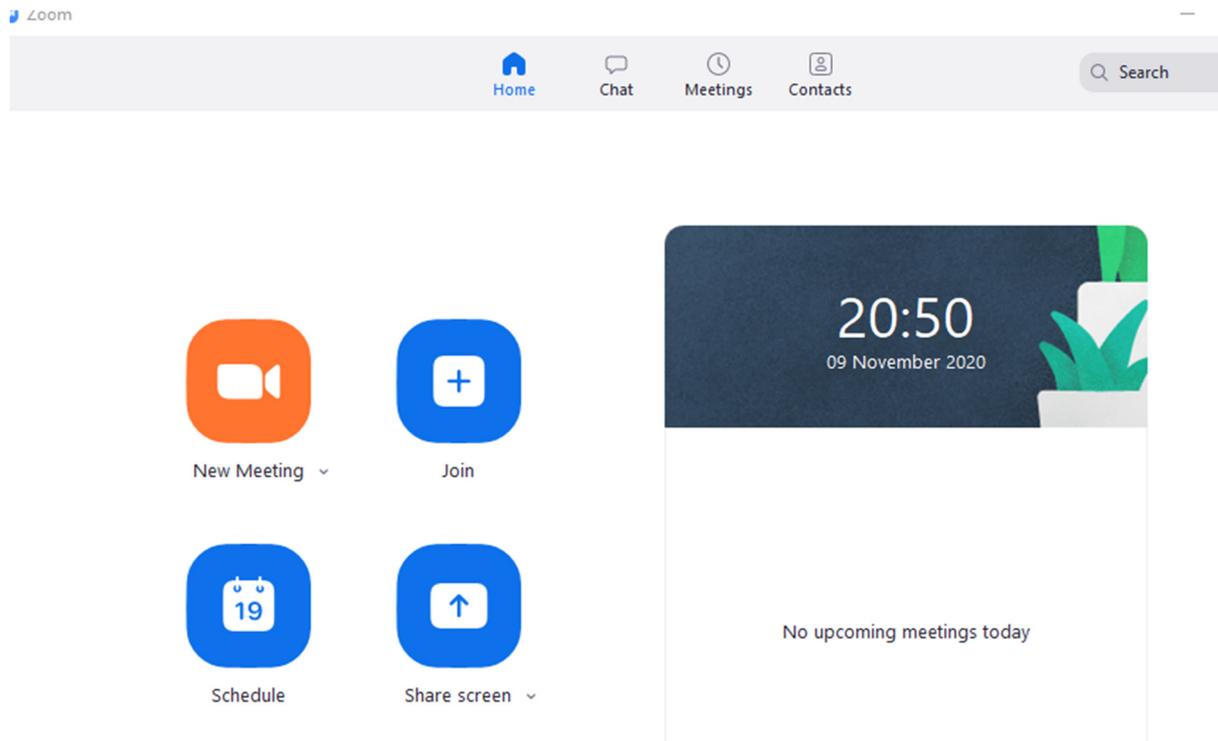
## 2. Joining a meeting

Once installed, there are two choices:

Either, select the meeting link at the top / bottom of this guide and follow the instructions, (If the link doesn't automatically launch, copy it and paste it into your web browser)

OR, launch zoom from the toolbar or desk top.
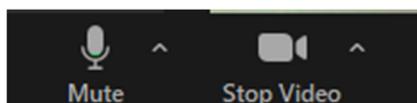
Select "join meeting". You will be asked for the meeting ID and password.



## 3. Once in the meeting

Without doubt, its much easier to use on a computer than on a tablet, ipad or smart phone, as you have a separate mouse & keyboard controls. But it can be done, even on a smart phone.

Some or all of the following controls will be visible at the top or bottom of the zoom screen.
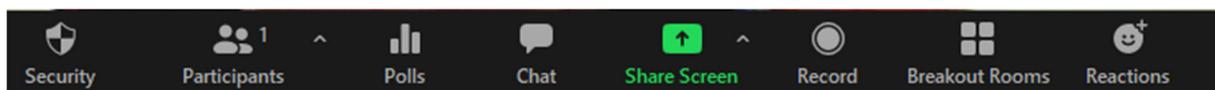
### a. Video

Zoom supports video for up to 100 participants. However, unless you have fibre broadband, your connection may not. Video uses a lot of bandwidth. If the video keeps freezing or the sound breaks up, your internet connection isn't strong enough. The only solution is to turn off the video. Your audio will then be able to access the full band width and should be stronger.

This on-screen switch allows you to turn video on or off . A line through the symbol shows it is switched off.
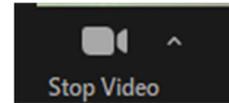
### b. Audio

If you cannot hear, then your speakers may be off. Find the speaker switch on the computer function bar and turn them on / turn them up.

If you are speaking but no-one is hearing you, the microphone maybe off. Find the icon on the screen and turn it on. A line through the symbol shows it is switched off.
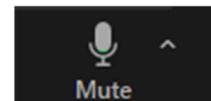
### c. Audio Etiquette

In zoom, only one person can speak at once. It's a bit like "push-to-speak" on a walkie-talkie. There is no point in everyone trying to speak at once. Also, any background noise will cut you in and cut off the speaker. Therefore, **once the meeting starts, please mute your microphone.**

The chair and administrator will invite the committee to speak and present their reports.

If you wish to speak or ask a question, please let the administrator know. To do this, use the "participants" tool. Within that there are a number of buttons, one of which is "raise your hand" (you might need to click "more" to find it. If that fails, then try the "reactions" tool and click the "clap hand" symbol. Note that it will fade after 10 seconds so don't be afraid to re-select it if you think it hasn't been noticed. After the speaker has finished, **the administrator will invite you to unmute yourself so you can ask your question** – this might come via an on-screen message.
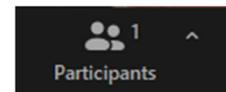
Please, after your question has been addressed, mute your microphone again.

### d. Screen Sharing

If it helps to illustrate a point when speaking, you can share any computer document on the screen. You will need to have that document open already in the background on your computer. Try to zoom into it so that the text or image is easy for other participants to read on their screens.
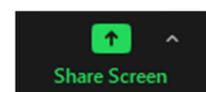
### e. Using the Chat

If you want to make an observation, or raise a question but don't wish to actually speak you can type a message using the chat tool.
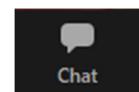
A side pane will open up. Select whether you want to send a message to everyone, or to a specific individual. Then type your message. At key moments, the administrator will try to read out public comments & observations for the benefit of the meeting.

### f.    Votes

If a vote is called, the administrator will put up a voting screen. This may be to accept or reject a decision, or it may be for election of one or more candidates.  The administrator will explain what the options are and how many options you should select.



The administrator will advise how many options to select – depending on the vote, it may be simple yes/no, or for there may be an need to select 2 or more options. Once you have made your choice(s), click the "submit" button.  The administrator will close the vote and reveal the outcome when all votes appear to have been cast.  This normally takes around 30 seconds.  If you make the wrong choice,  as long as you haven't clicked "submit", you can un-select and change your mind before the vote closes.

There is no way of knowing that everyone has voted (this is not the US presidential election) but there is a tally of the % of participants who have voted that is revealed to the administrator, who will use this to see whether voting appears to be complete and the vote can be closed.   You cannot vote twice – it will simply change your original choice.

We have several standard forms of vote already set up, but if a new form is needed, it make take a few minutes to set it up in a working format.  Please bear with us.

The administrator will share the results of each vote on screen and read them out.

## 4.   Recording the Meeting
We will endeavour to record the meeting.  This is primarily for the benefit of the secretary taking the minutes.

## 5.   Planning to Speak?
If you want to speak or present something at the meeting, it really would help if you could let the secretary and administrator know, giving us a week's notice so that we can plan it - it will make the meeting easier to run.

## 6.   Telephone Dial In
If you have no computer / smart phone / tablet / internet you can still call in by telephone.  It may not however necessarily be a free phone number.

## 7.   All gone wrong?
Text email or whatsapp message the administrator – we'll try to keep up and help if we can during the meeting.

## 8. Contacts

| Secretary | Zoom administrator |
|---|---|
| Jean Nixon | David Towell |
| Lwascr01@ntlworld.com | dltowell63@gmail.com |
| | 07932 333 766 |

## 9. Zoom meeting details

Zoom Meeting hyperlink

https://us02web.zoom.us/j/9012719321?pwd=VU44SUVodUozVGJnN2M4dkI3SDgxdz09

Meeting ID: 901 271 9321

Passcode: 636361

Telephone dial in

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Join by Skype for Business: https://us02web.zoom.us/skype/9012719321

## 10.    Need to Practice?

Most of us have become familiar with zoom during the Covid restrictions, so there will not be a formal practice session.

If you want to practice the tools above, please bear in mind that this meeting ID is the administrator's personal account which may be in use during the day.  You can practice to your heart's content on your own meetings, or the meeting link is available for practice at the following times:

Mon, Wed or Friday, 6:30pm to midnight

Saturday – all day.