

IMPORTANT INFORMATION

M&L U3A - AGM - ZOOM PROCESS

4th MAY 2021

We have provided the following information and advice to help us to provide you with an enjoyable and hopefully, uninterrupted Zoom experience as we seek to reconvene our Covid safe AGM.

REGISTERING

- **Members wishing to take part in the Online AGM - MUST REGISTER in advance at the Zoom website using the following link:**

https://us02web.zoom.us/meeting/register/tZwodOmqpz8pGNHTmin_fdxUUilb4WwcuFm



Please register as soon as possible to avoid disappointment, as places are limited but at least four days before the meeting.

The joining details will be sent to you via email. If the email isn't in your Inbox check your Junk Folder.

NOTE: The link should not be shared with others, as it is unique to you.

- Whilst we appreciate that it could be seen as discriminating, we would, for purely practical reasons, request that only members who are familiar with the use of Zoom sign up for the meeting, as unfortunately, we will be unable to help with any technology related problems during the meeting. If you do temporarily lose your internet connection, just log back into the meeting once it's restored.
- Our Computer Group continue to provide assistance and would be happy to assist anyone wishing to learn how to use Zoom prior to the meeting.

PARTICIPATING

- The meeting will be recorded, to aid the production of the minutes.
- Please disable your camera if you don't wish to be seen in the recording.
- To reduce distractions, your microphone will be muted for the duration of the meeting.
- We will finish the meeting with a Q&A session but feel free to ask a question using the Zoom CHAT facility at any time during the meeting. We will address your questions at the end of the meeting.

VOTING

- During the meeting a number of votes will be taken as required by the AGM proceedings. We will use the Zoom system's "Chat & Polling Facilities" to carry out the various votes. You will be advised how and when to use the Voting Systems, which is pretty straightforward. You are not required to provide your name when voting as the technology will manage this process.
- There is a slight restriction when using the voting system, in that only one vote per zoom account will be recognized by the Zoom system, i.e. if there are two or more members sharing the meeting on a device only the first vote will be accepted, if those members wish to vote independently they will be required to Register individually using separate Zoom accounts and on individual devices on the day, **sorry**.

QUESTION AND ANSWER SESSION

- At the end of the formal part of the AGM meeting we will hold a Q&A session which will allow us to answer any questions raised during or after the meeting.
 - As previously advised, please use the CHAT function within Zoom, a member of Committee will be monitoring the chat facility during the meeting and we will endeavour to answer your questions or follow them up at a later date.
 - Please feel free to leave the meeting after the AGM session if you don't wish to participate in the Q&A session.
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