**GBA Zoom Meeting Protocol**

To ensure a smooth user experience, and to better manage the participants these settings are recommended in the Zoom meeting set-up:

* Meeting information will be sent with a password for added security
* Join Before Host will be disabled so users must wait for Host to join for the meeting to start
* Sound when participants join or leave will be set to “Heard by host only”
* Screensharing will be set to Host only
* Participants will be allowed to join the zoom call with video and audio on if they choose to encourage interaction and will be muted when the presentations are set to begin
* When participants login, there will be a slide(s) with instructions on the screen detailing how to use raise hand, chat features, and turn off video if necessary.
* Cohosts will be assigned to help manage participants
  + cohost for technical issues
  + cohost to help manage participant questions

Message to prepare on the slides when participants join the meeting:

* Participants will be muted so we can begin the meeting
* Meeting will be recorded
* How to split screen to see participants
* How to raise hand
* How to turn off video if necessary
* How to chat to ask question or get technical advice

**Slide Content:**

**Raising Your Hand**

As a non-speaker if you wish to ask a question or make a point during the meeting, please use the ‘Raise Hand’ facility.

If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the ‘Participants’ icon.

[Participants Icon](https://blogs.otago.ac.nz/zoom/files/2016/04/Participants-Icon.jpg)

A window listing other participants will appear, there is also a ‘Raise Hand’ icon, click the icon to make it known to the Host that you would like to raise your hand.

[Raise Hand](https://blogs.otago.ac.nz/zoom/files/2016/04/Raise-Hand.jpg)

If you wish to lower your hand, click the ‘Lower hand’ icon that will have replaced the ‘Raise hand’ icon.

[Lower Hand](https://blogs.otago.ac.nz/zoom/files/2016/04/Lower-Hand.jpg)

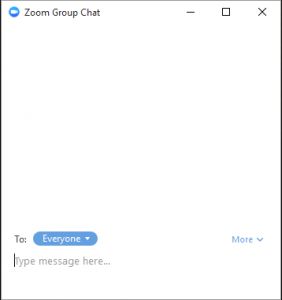
**Using Chat**

You can use the ‘Chat’ facility to send text chat privately to specific participants.

Click on the ‘Chat’ icon in the tool bar, again hover your mouse over the Zoom window if you can’t see the tool bar.

[Chat Icon](https://blogs.otago.ac.nz/zoom/files/2016/04/Chat-Icon.png)

A chat window will then open. Select the name of the person you wish to send a chat message to.

[](https://blogs.otago.ac.nz/zoom/files/2016/04/Chat-Window.png)

For technical issues during the presentation, please chat with \_\_\_\_\_\_\_\_\_\_\_\_\_

To ask a question during the presentation, please chat with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audio only**

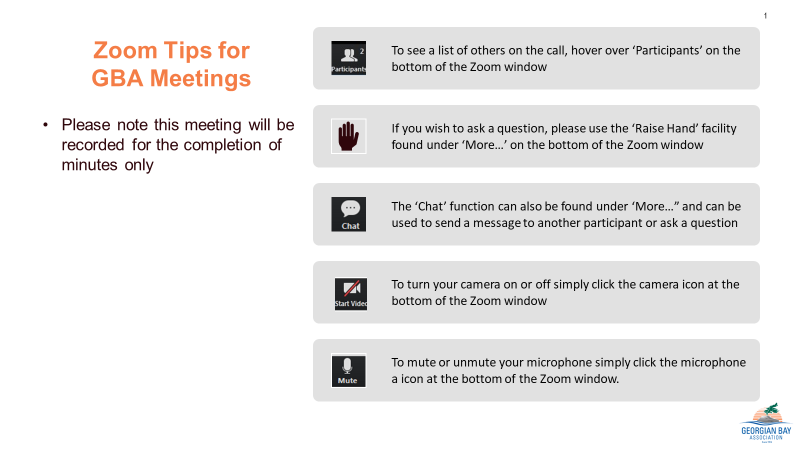
It is possible that during the conference participants will be ask to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth.

To do this simply click on the camera icon at the bottom of the Zoom window.

[Stop Video](https://blogs.otago.ac.nz/zoom/files/2016/04/Stop-Video.png)



**GBA Introduction Slide:**

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**Document for Participants**

**How to Use Zoom for the AGM**

Zoom is a web conferencing solution that provides screen sharing and live chat. We will be using Zoom for our AGM so that all remote users can see and comment on the documents being presented on their screens.

**To Access Zoom**

The easiest way to join on a computer, tablet, or smartphone is to download the Zoom app when prompted. You will join a meeting by clicking on a link in an email sent to you by the meeting host, no account required.

**Joining the Meeting or Webinar**

* Click on the Zoom link provided to join the meeting (looks like this: <https://zoom.us/j/750666043?pwd=WlpqbjZ3SjVCd294cTBEdFFWb3RVdz09>)
* An option **Join from your Browser**may appear automatically.If it does not, select **download & run Zoom**.
* You will be prompted to enter your name.
* Click **Join** to be taken into the meeting.

Once you have joined the meeting, you can join the audio by computer (recommended) or [dial in by telephone](https://support.zoom.us/hc/en-us/articles/201362663-How-Do-I-Join-by-Telephone-)

**Join Audio**

Click **Join Audio**.

1. Click **Phone Call** or **Computer Audio** tab to choose your join method.   
   * **Computer Audio**: Click **Join Audio By Computer**. After joining computer audio, you can Mute/Unmute at the lower left corner or click on the **^** to select a different microphone and/or speaker.
   * **Phone Call**: Follow the instructions on the screen for dialing in by phone.

**Join via Telephone only**

If you are unable to join from Zoom on a computer or mobile device, you can join on the telephone instead.

* Please call the number provided for Canada or the US depending on your location
* Enter the Meeting ID and PIN (if required) when prompted

*\*Please note calls will be charged at standard national rates*

For anyone wishing to try out Zoom before the meeting, GBA will have a short orientation session on Thursday, April 2 at 11:00am. Please let Shannon know if you would like to participate in this short orientation session.

**Zoom Meeting Dial-In for WBCA AGM:**

**Topic: WBCA AGM Zoom Meeting  
Time: Jul 22, 2020 07:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**https://us02web.zoom.us/j/87888460275?pwd=Y21ycm9IVERvQm56YWxQcHZEVFFTUT09**

**Meeting ID: 878 8846 0275  
Password: 134029**

**One tap mobile:**

**+16473744685,,87888460275#,,,,0#,,134029# Canada  
+16475580588,,87888460275#,,,,0#,,134029# Canada**

**Dial by your location:**

**+1 647 374 4685 Canada  
 +1 647 558 0588 Canada  
 +1 778 907 2071 Canada  
 +1 204 272 7920 Canada  
 +1 438 809 7799 Canada  
 +1 587 328 1099 Canada  
 +1 346 248 7799 US (Houston)  
 +1 669 900 6833 US (San Jose)  
 +1 929 205 6099 US (New York)  
 +1 253 215 8782 US (Tacoma)  
 +1 301 715 8592 US (Germantown)  
 +1 312 626 6799 US (Chicago)**

**Meeting ID: 878 8846 0275  
Password: 134029**

**Find your local number: https://us02web.zoom.us/u/kcXah4qHhB**