

Zoom meeting Instructions

LSW AGM 2020

Arrangements for the AGM

Please follow the Zoom link <https://us02web.zoom.us/j/81925247817>

This link will provide you with direct access to the meeting. If you are required to enter a password please enter 81925247817.

- When joining the meeting please provide your full name, as this will make the record of proceedings easier.
- Please try to join the meeting 10 minutes prior to the start of business to ensure that all participants have been logged in before the start of the meeting.
- Please ensure your chat facility is open and set to send direct messages to Sarah Morse. The Chat facility can be accessed by pressing the 'Chat' button at the bottom of your screen.

Joining the meeting:

- When you have joined the meeting you will be placed in a waiting room.
- Before being admitted, a number of the LSW team will record your presence and, if necessary, ensure that your screen name is discrete.

Procedures during the meeting:

- Sarah will be the Moderator to ensure smooth conduct of the meeting.
- At the start of the meeting, Sarah will:
 - Outline the procedures and inform participants that the meeting is being recorded in order to facilitate accurate minutes
 - Remind participants of the process for contributing to the meeting
 - Turn off the video and audio for all attendees except the Chair. Please note you will still be able to see and hear the Chair.
- Any attendee wishing to make a comment or ask a question should type C or Q in the chat box and send a direct message to Sarah Morse. Sarah will separately advise the Chair of those wishing to speak.
- For those who have indicated that they wish to contribute to the meeting, the Chair will call on them in turn, and invite them to enable, switch on, their video and audio. Sarah will prompt as necessary.
- Speakers should turn off their video and audio when they have finished addressing the meeting
- Any slides will be presented by a staff member running PowerPoint on their computer and using the Share Screen function.
- There will be three formal votes –
 - to adopt the 2019 AGM minutes,
 - to adopt the annual report/accounts,
 - and to appoint Baldwins as financial examiners.

- These votes will be accessed via the “polls” button at the bottom of your screen. All three votes will appear there.
- You can take part in your language of choice as simultaneous translation is available from Welsh into English
- If you speak Welsh and English (i.e. don’t want to hear the translation), click on the globe symbol / flag on the black control bar at the bottom of the screen, then choose OFF (you can speak in Welsh or English using this setting and you will hear all other speakers whether they are speaking Welsh or English)
- If you want to hear the translation, click on the globe symbol / flag on the black control bar at the bottom of the screen, then choose ENGLISH (you will hear either an English-speaking participant or the interpreter’s English-language translation)
- Be aware that there is a delay of a few seconds when the interpretation starts so please pause before you speak

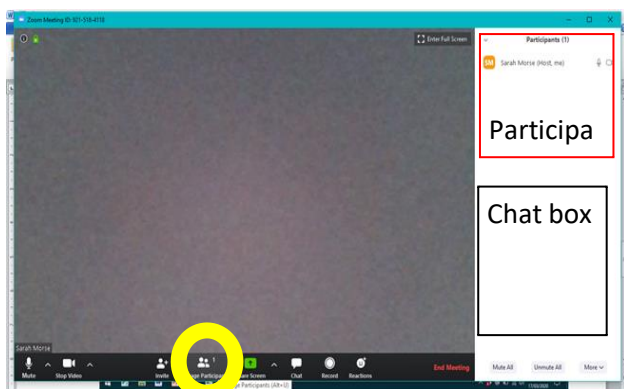
General points:

- Zoom will work better if you have downloaded the app.
- you should receive a prompt when you log in to the website or join the meeting;
- If you’ve not joined a test meeting (we strongly advise you to join a test), or have yet to follow the link provided, please do so fifteen minutes before the meeting; high demand, causes a short delay in Zoom registration emails arriving.
- Make sure that your username is your full name (this will make the chat aspect easier, as we have many Fellows who share their first name with another Fellow).
- By joining the meeting in advance and being patient when you log in, you will facilitate the work of the staff in novel circumstances to register each individual for the record.
- We’ve found that desktop is better than mobile.

Audiovisual:

- If you’re able to use them, headphones with a built-in microphone (like the type that probably came free with your mobile phone) do enhance the audio quality. It’s fine without them, but a mic nearer your mouth does help to cut echo and background noise.
- When you have joined the meeting your mic will be muted and your audio will be switched off by default; this will enable everyone to hear the speaker and will cut down on background noise and other disruptive sounds.
- To temporarily unmute your mic (eg when you’re called to ask a question, or to introduce yourself), hold down the space bar.
- For more tips, see <https://blog.zoom.us/wordpress/2020/03/09/working-from-home-tips-to-meet-like-a-pro/>

Meeting etiquette:





- Please click on the 'chat' icon to open the chat box (highlighted in green)
- If you would like to ask a question or make a comment, please type 'Q' or 'C' in the chat section and send directly to Sarah Morse; this will be monitored throughout the meeting and the Chair will call on you to ask the question. Feel free to also type in the question.
- Please click on the 'Manage Participants' icon – centre of the screen, at the bottom. This opens the list of participants. **Circled above in yellow**
- If you need to leave the meeting for a short time, please note it in the chat and make sure your mic is muted.

This is a new platform for us, but from our limited experience so far, Zoom seems to be an easy to use and reliable system.

If you have any difficulties during the meeting, please email either Sarah (smorse@lsw.wales.ac.uk) or Fiona (fgaskell@lsw.wales.ac.uk). We'll do our best to help you.