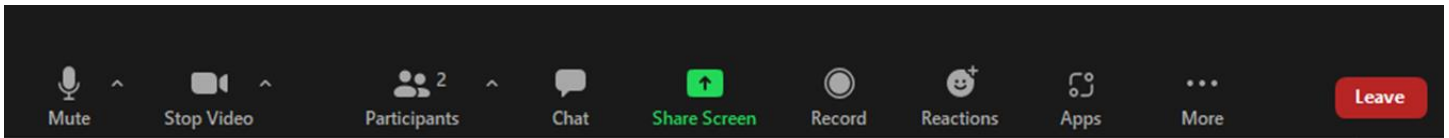


ASCA Virtual Meeting Tips

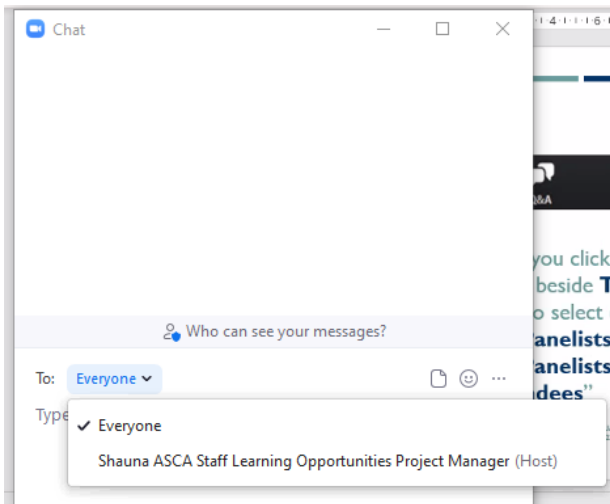
In the Zoom virtual *meeting* platform, attendees will choose when to have their mics and cameras turned on.



Please **mute** your mic until invited by the AGM Chair or Moderator to turn it on (**unmute**) to speak. Once you are finished speaking, please be sure to **mute** your mic again.

If you are comfortable having your camera on, please do! We love to see the people attending our AGM!

There is **one tool** that attendees must use for meeting participation – the **CHAT window**. The **CHAT window** is only to be used for meeting business items – making motions, seconding, requesting permission to speak to an item, etc.



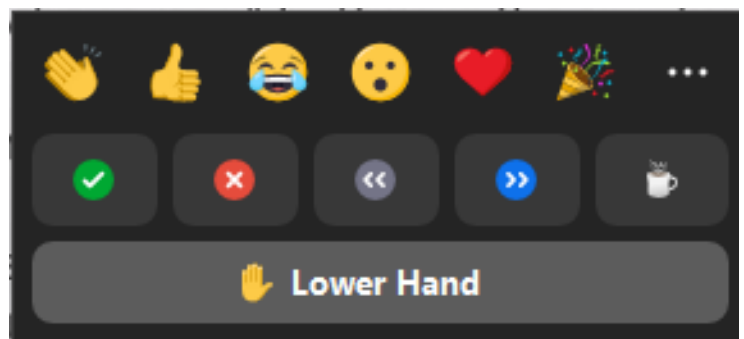
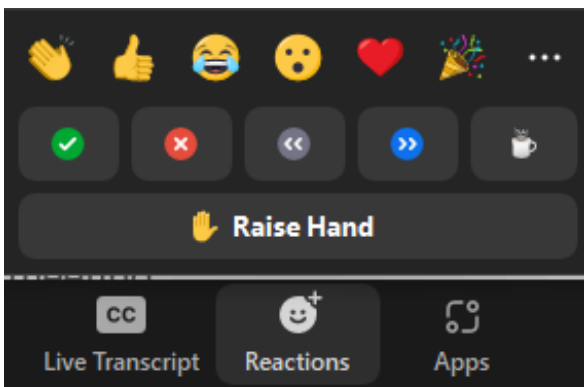
The **CHAT window** is **NOT** to be used for any conversation. (*NOTE – this feature is similar to the floor microphone at an in-person meeting.*)

When moving or seconding a motion, or ‘lining up at the mic’ to speak to a matter, please ensure your Chat is going to “**everyone**”.

When used properly, this feature and procedures can help to keep a meeting focused, run smoothly, and respect all participant’s time. Detailed procedural instructions are noted in the **AGM Standing Rules**, within the **AGM Package**.

Raise and Lower Hand Feature

Click **Reactions** in the meeting controls at the bottom of your screen to raise your hand. The Moderator will be notified that you have raised your hand. To lower your hand, click “Lower Hand” and your raised hand disappears.



If you raise your hand during the meeting, unless you have been specifically asked by the Chair, a Director, or the Moderator to do so, ASCA staff will privately chat to you to assist you.

If your concern or comment needs to be brought to the attention of the Moderator, ASCA staff will do so, or instruct you to use the Chat window for all delegates to see.