



Request To Speak Instructions – VVoter Platform

During our meeting we will be using the VVoter platform to manage requests to speak and debate. In the lower left corner of the VVoter screen, you will see a white button labeled “SPEAK”.

If you wish to make a comment, or ask a question, click the SPEAK button. You will see a drop-down menu that shows the various types of requests. For example, if you wish to speak on a specific motion, click “Speak on a Motion” and then click the SUBMIT button.

Your request will be transmitted to a display that is monitored by the Chair. It will be time stamped with your name and request type. Staff will then release your microphone and you will be given the opportunity to unmute yourself and speak. Please be patient and understand that only one person can be called on at a time to speak.

The system will accept only one request to speak from you at a time. If you submit more than one request or submit the same request more than once before your name has been called, your name will be removed from the request list.

Virtual Conference Voting Instructions

Info Sheet on Zoom and VVoter

This information sheet is provided to assist with navigating the online tools we will be using for the delegates participating virtually in the General Conference Business Sessions. This document explains how to use the Zoom and VVoter platform, how to speak during the meeting, and what to do if you are having technical problems. We advise reading this sheet prior to attendance at the Conference and prior to participating in a practice session. Keep it available during the virtual meeting for easy reference.

How to Participate:

Join the Zoom Meeting:

1. Click on the hyperlink in the Zoom webinar confirmation email your received to join the Zoom meeting session.

Open the VVoter web voting tool:

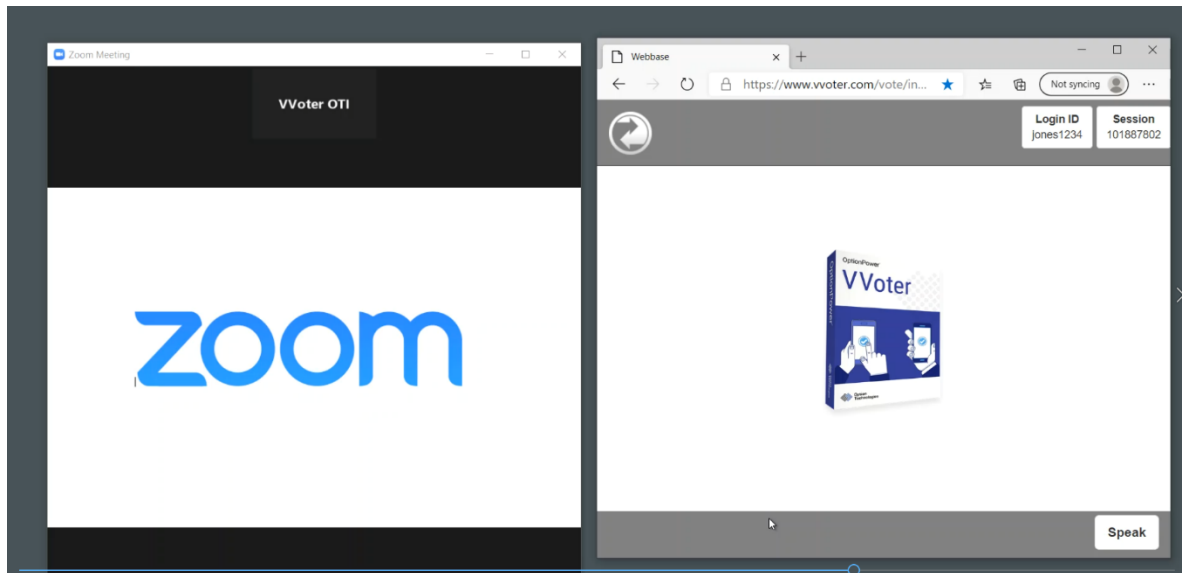
1. Click on the link to the VVoter site in the Zoom Chat.
2. Enter the VVoter Login ID (voting credential) that was emailed to you.
3. Click the blue [Log In](#) button.

Navigating the Virtual Meeting Tools

You will use the Zoom and VVoter platforms to attend the virtual meeting.

| Zoom Panel | VVoter Panel |
|---|---|
| Use for: | Use for: |
| <ul style="list-style-type: none">• View meeting proceedings | <ul style="list-style-type: none">• Voting on motions |
| <ul style="list-style-type: none">• Enabling audio and video to participate in the discussion, after being called on by the Presiding Officer | <ul style="list-style-type: none">• Make a Request to Speak |
| <ul style="list-style-type: none">• | |

Once you have opened Zoom and VVoter in separate browser windows, size them and place them side-by-side on your computer desktop for use during the virtual meeting. Here is an example:



If you are attending the virtual meeting by yourself from home or office:

You will log into Zoom and the VVoter platform from your laptop or desktop computer or tablets. Smart phones may be used but are not recommended because of the small screen size, user interface challenges and sleep function that causes disconnects from the internet.

When connecting to Zoom:

- All microphones will be muted. You will only be able to unmute if asked to do so.
- **DO NOT** turn on your video (web cam) unless asked to do so. This can be very distracting to other participants.

If you are attending the virtual meeting with others in a viewing party:

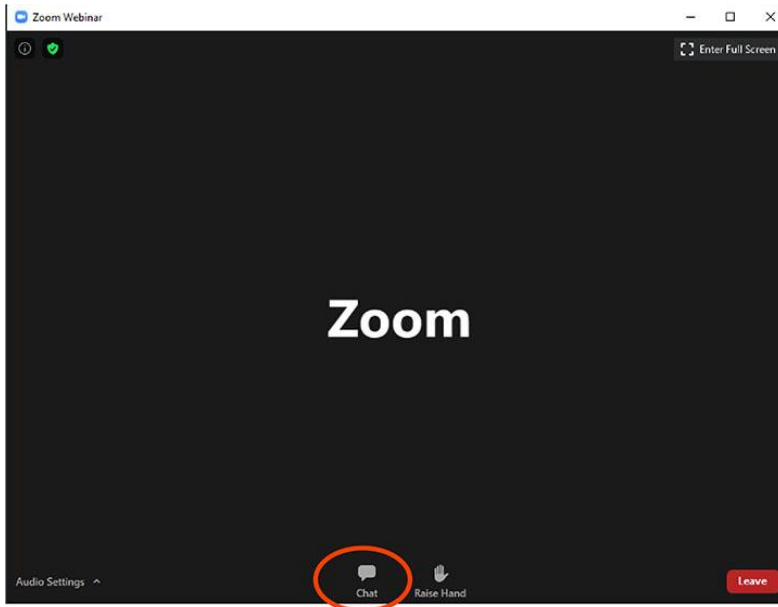
One person will connect their computer to Zoom and will use their computer speakers and microphone for the group. Each individual voter will log into the VVoter platform using their own device to vote. Two people cannot share the same voting device. If a person in the group is called on to speak, the computer speakers for the group should be unmuted and the person called upon to speak should use the shared computer to speak.

Speaking during the virtual meeting:

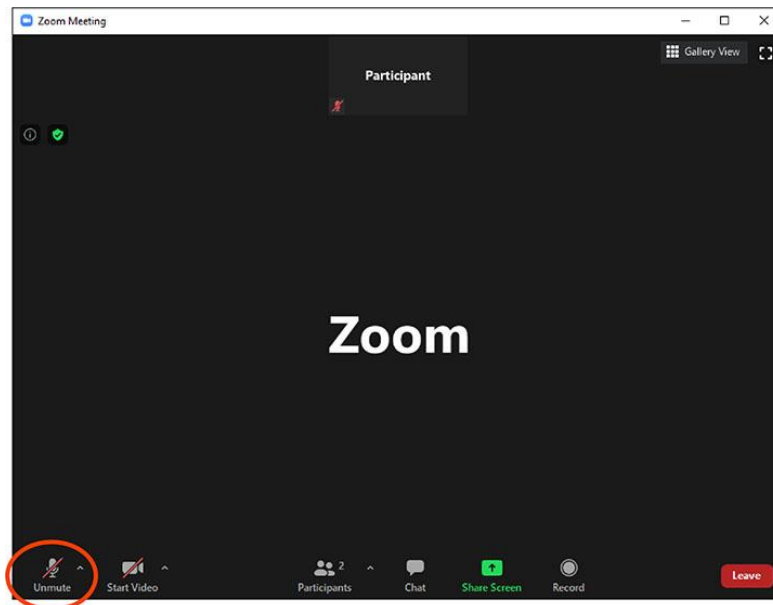
Once the Presiding Officer opens discussion, you may submit your request to speak by clicking on the SPEAK button in VVoter and indicating you wish to speak. Conference delegates who are recognized to speak by the Presiding Officer will be made a Panelist in Zoom and will be asked to unmute their microphone to speak when called upon.

Step 1: Click the SPEAK button at the bottom of the VVoter Panel.

You must raise your hand so the production staff can enable your microphone



Step 2: To unmute yourself and begin talking, click the Unmute button (microphone) in the bottom-left corner of the meeting window.



Once your turn to speak is over, the production team will mute your microphone.

Voting during the virtual meeting

When voting is open, the vote option will appear automatically on the VVoter Panel. To vote, simply click your selection from the choices shown on screen and click the green VOTE button. A confirmation message will appear to show your vote has been received. To change your vote while voting is underway, simply make another selection. Your final response before the voting period ends is what will be tabulated.

Best Practice Tips

The following are tips to prepare for the best virtual meeting:

- If possible, connect to the Internet via an Ethernet cable. If using Wi-Fi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.
- Please keep your audio muted in Zoom until called upon to speak.
- Please keep your video turned off in Zoom

Getting Connected

The following are tips for getting connected to the virtual meeting:

- Check your internet connectivity
- Check your laptop or headset for speaker and microphone
- Log into Zoom and the VVoter platform 15 minutes before the meeting
- Familiarize yourself with Zoom:
 - Join Audio: bottom left-hand corner (You must connect your computer audio to hear the meeting proceedings)
 - Mute Button: bottom left-hand corner
 - Chat button: bottom center of the screen

FAQs

- **My username and unique password do not seem to be working to log into Zoom or the VVoter platform?**

Be sure you entered your username and password correctly – they are case sensitive.

Contact information for those with problems will be provided in pre-convention materials.

- **Where can I get help if I lose internet connectivity?**

Contact information for those with problems will be provided in pre-convention materials.

Please note that unless there is a widespread outage in one area, proceedings will continue.

- **Does the platform allow for voting participants to group chat with each other and other voting members during the virtual meeting?**

No. The Zoom chat feature will be deactivated. Voting members are responsible for determining a preferred method of communications outside of the provided VVoter and Zoom platforms. Some options include use of free group chat platforms like Slack, group text, email chains, conference lines, or apps like GroupMe.

- **How do I vote?**

When a motion/resolution is put before the participants or during elections, the voting question will automatically pop up within your VVoter platform. Simply click on your selection and click the green “VOTE” button to cast your vote.

- **Which devices and browsers are supported?**

Laptop and desktop computers are recommended. Tablets and smart phones are not recommended.