

Instructions for Participation in the Annual Meeting via Zoom

ERUUF's annual meeting this year will take place virtually on Zoom (at 1 pm on June 13).

The following instructions were written for using Zoom on a computer. The location of buttons may differ on a phone or an android device.

If you are an ERUUF member, you should receive registration information via multiple e-mails between June 1 and June 11. Please reach out to office@eruuf.org if you have not received a meeting registration link by June 9th. It is necessary to register for the meeting in order to get an invitation to the Zoom meeting. Non-members will be able to watch the meeting via a YouTube live stream, but will not be able to participate. Do not share your registration link with anyone else.

After registering you will be sent a Zoom invitation that looks something like this:

Join Zoom Meeting

<https://us02web.zoom.us/j/28400000000>

Meeting ID: 28400000000

One tap mobile

+13126266799,,28400000000# US (Chicago)

+16468769923,,28400000000# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

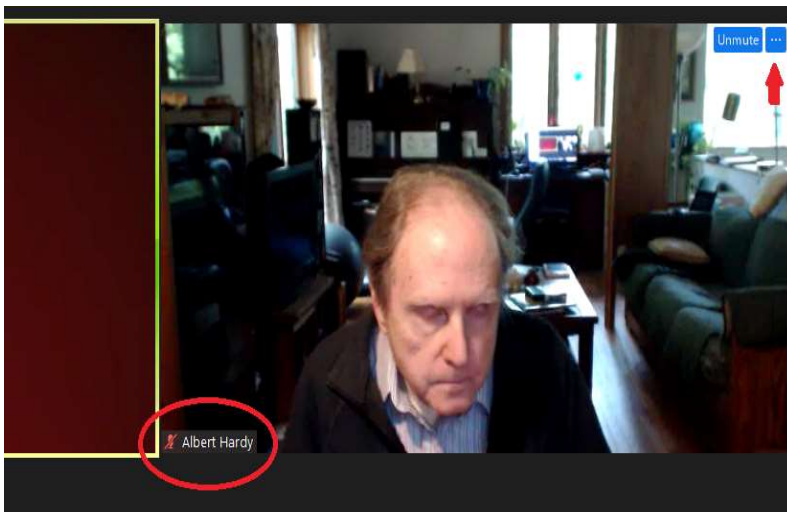
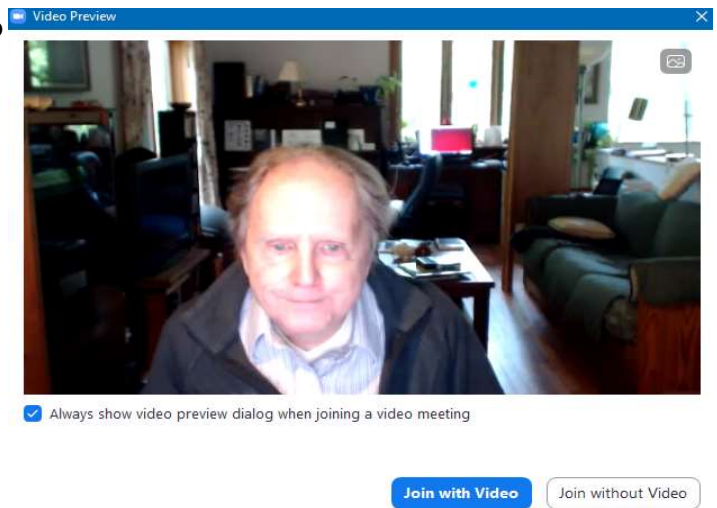
Meeting ID: 28400000000

Five to 10 minutes before the meeting time (1 pm, Sunday, June 13), click the blue https link under Join Zoom Meeting in your invitation. If there are multiple members in the same household, each should login with their own device for voting. Do not share your Zoom invitation with non-members.

You can use a personal cell phone by dialing the number in the Zoom invitation and entering the meeting ID. If you are joining by telephone, dial one of the numbers above and when prompted key in the Meeting ID from your invitation. You may be asked to identify yourself so that the meeting organizers can associate your phone number with your name.

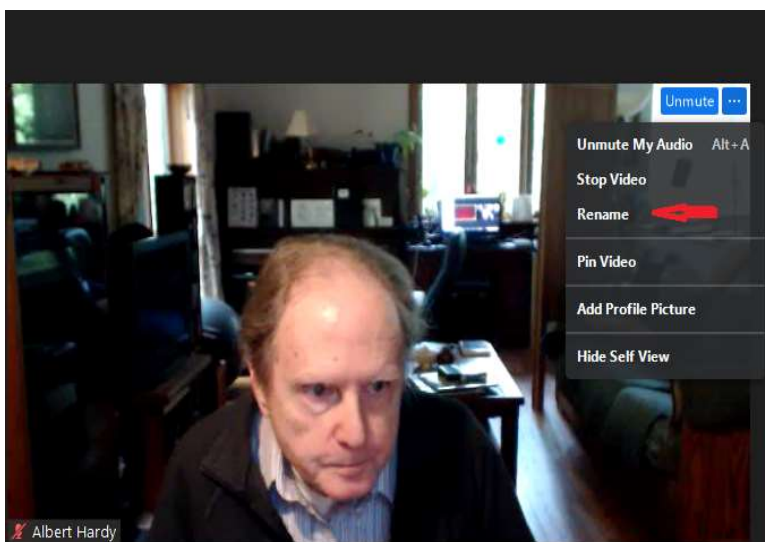
You can download and install the Zoom app to an android phone from the Play Store. From the app you can connect to a meeting by the Meeting ID.

After clicking the join link, you may see a pop-up window like this. You can click the blue “Join with Video” button.



When you join the meeting you will see a slide with brief instructions telling you to rename yourself if your real name does not show up in Zoom.

Move your mouse cursor to the upper right-hand corner of your picture to see the blue buttons. Click the one with the three dots (. . .).

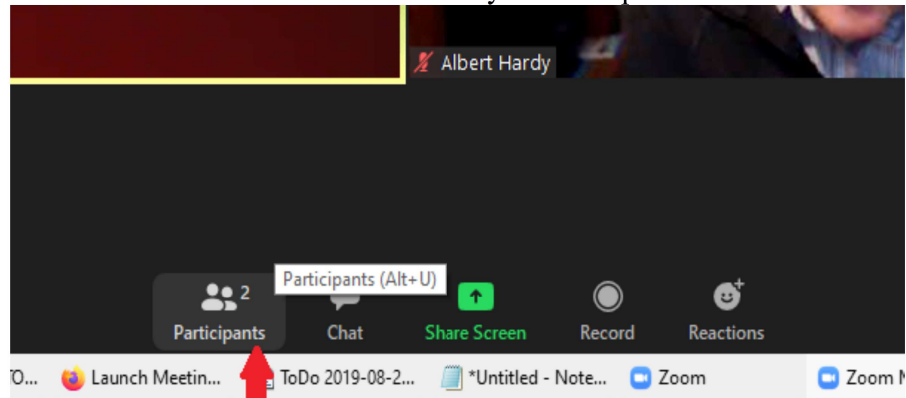


Choose Rename from the drop-down menu that appears and type your correct name.

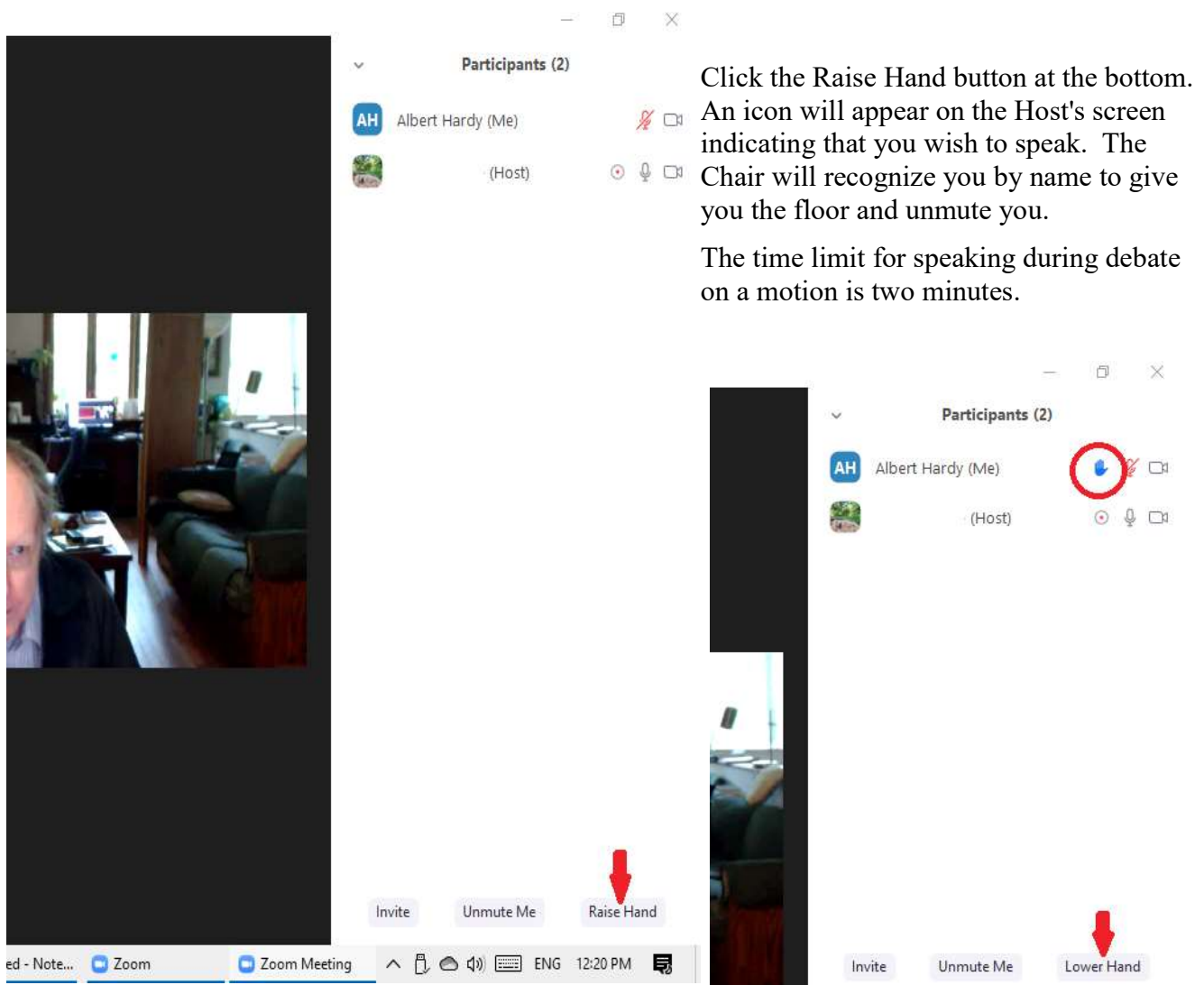
TO ASK A QUESTION OR MAKE A MOTION

When a quorum is reached the Chair will call the meeting to order and summarize the rules of the meeting. After a speaker has given their report, you can ask questions.

To speak or ask a question during the meeting, you must first be recognized and unmuted by the chair. Open the Participants panel by clicking the Participants button that appears when you move your cursor to the bottom of the screen. Click on the button that says “Participants” as shown below.



A new panel will appear in the window with a list of participants and a few buttons at the bottom.



Participants on a phone may raise a hand by pressing *9. When the chair recognizes you by name and unmutes you, you can ask your question. If you are speaking for or against a motion, please say so at the beginning of your remarks.

On an android phone you can raise your hand by tapping the three buttons at the bottom labeled “More”. You'll see Raise Hand and Chat on the menu that appears.

After you have spoken, please lower your hand.

VOTING

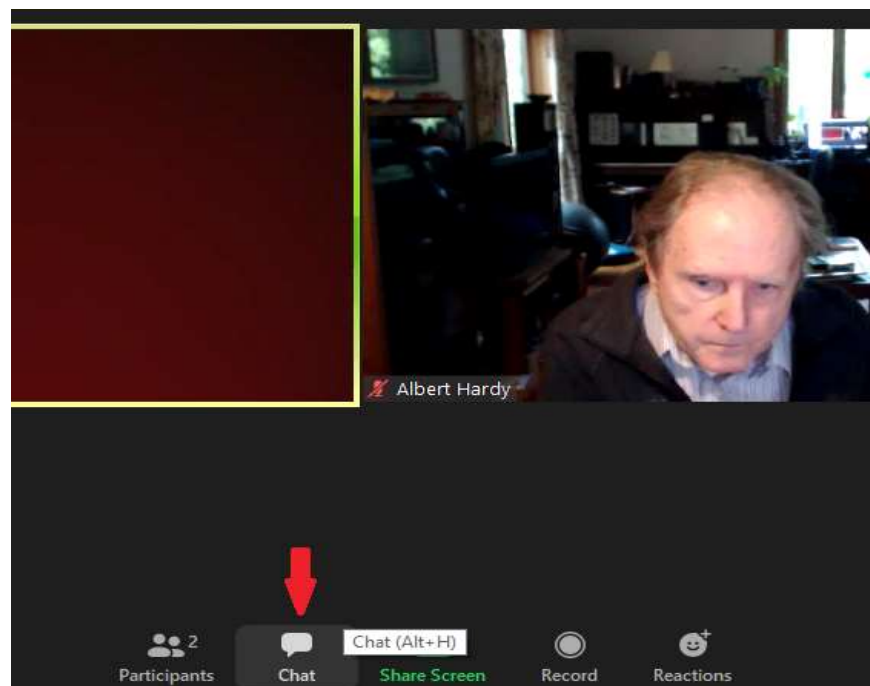
When it comes time to vote, the host will launch a poll in Zoom that will pop up on your screen. Simply answer the question(s) appropriately.

If the Chair expects a clear majority (i.e. a motion to adjourn), she may call for a show of hands. Simply raise your hand in view of your webcam and hold it until the chair has a chance to scan all windows.

CHAT WINDOW

The Chat window will not be used for cross-talk nor any other purpose than to ask a question or request technical support. You should address your message to an individual by name rather than sending a chat message to Everyone (the default).

If you need technical support during the meeting, you can reach out to Meeting Support using a private chat message. Open the chat window by clicking on the Chat button that appears when you move your cursor to the bottom of the screen.



In the chat windows that opens, click on the name you wish to send a message to. For example, select Albert Hardy (Meeting Support) for technical support. Do not send a message to Everyone. Type your message and then click send.

