



Participants Guide  
PIPSC Annual General Meeting 2020  
December 5, 2020  
(11:00AM – 5:00PM EST)

Updated: Wednesday, December 2, 2020

## 1. Initial Setup

Participants will need to use both the Lumi platform (for participation and voting) and Zoom (for audio and video) during the AGM.

- Participants will need access to a computer connected to the internet to take part in the PIPSC 2020 AGM
  - **It is highly recommended that participants use a desktop or laptop computer.** Zoom functionality is limited on mobile devices.
  - A combination of a computer for Zoom and a mobile device for Lumi could be used, but it **is not recommended.**
  - Participants should connect to the internet via hardwire or wifi connections. **Cellular data is not recommended.**
- It is recommended that participants install the [Zoom Client for Meetings](#) on their device prior to the AGM.
- For best results, [Google Chrome](#) is recommended.
  - Other supported web browsers: Firefox, Edge and Safari
  - **Internet Explorer is not supported**
- Participants should use headphones/earbuds with a built-in microphone for the best sound quality
- During the AGM, you may need to limit usage of other devices on your network to ensure adequate bandwidth for the AGM. (i.e. other devices will take up connection capacity)

## 2. Connecting to the Annual General Meeting (Lumi and Zoom)

- Participants will receive an email from Lumi prior to the start of the AGM. **Click the link** in the email to connect to the Lumi platform. **Please test that you can log into Lumi as soon as possible.**

**Participants can also connect using the link <https://web.lumiagm.com/> entering the meeting ID: 462-723-269 and clicking Join.**

- Once connected to Lumi, enter the username and password provided in the email from Lumi  
(PIPSC 2020 AGM Login / Accès à l'AGA de l'IPFPC 2020)  
and click **Submit**



- The Lumi platform will open
- Do not close the window until the end of the AGM.*
- To join Zoom, click the link at the top of the page called [“To participate in the meeting and open the Zoom app. Click here”](#)

- This will open Zoom registration.
  - Participants must enter the requested information on the webinar registration page. **Your name will be verified before you may enter the Zoom session.**
  - Use the same Lumi username and password. Click **Register**.





#### 4. Participating

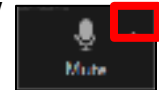
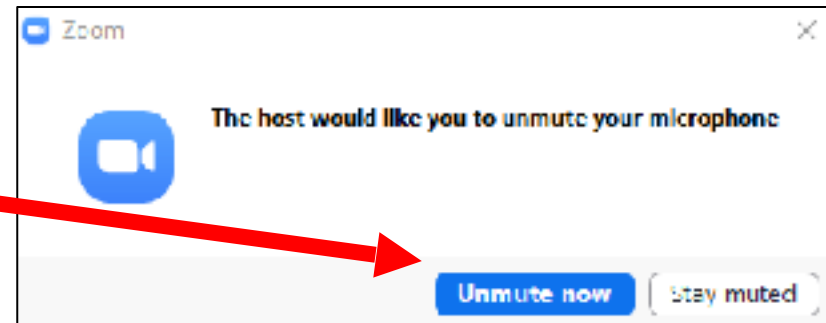
- Participants will use the messaging platform in Lumi to indicate to the moderator that they would like to participate and/or speak. **Only requests made through the Lumi platform will be recognized by the AGM chair.**
- See below for the list of available actions:

<b>Moderator / Modérateur</b>
MOVE / PROPOSER = Move / Proposer
SECOND / APPUYER = Second / Appuyer
FOR / POUR = For / Pour
AGAINST / CONTRE = Against / Contre
AMEND / MODIFIER = Amend / Modifier
VOTE / VOTE = Call the Question (closing of debate) / Demande du vote (clôture du débat)
APPEAL / APPEL = Appeal from the decision of the Chair / La décision du président d'assemblée est contestée
POINT / POINT = Point of Order / Rappel au Règlement
INFORMATION / INFORMATION = Request for information / Demande d'information
PERSONAL / PERSONNEL = Point of personal privilege / Point de privilege personnel
REMOVE / RETIRER = Be removed from speaking queue / Se retirer de la file d'attente d'intervenants

- Once your action is entered, participants will get a message to confirm their request has been received by the moderator. **Note, you must enter your request in Lumi to be recognized by the chair.**



- If requesting to speak, participants should **raise their hand** in Zoom so they can be easily located by the moderator.
- When it is the participant's turn to speak the moderator will ask that they unmute their microphone in Zoom. They will see this popup→
  - Click **unmute now**
  - The participant should identify themselves before speaking
  - When the Participant has finished speaking, they are to click **Mute** or the moderator will disable the participant's microphone
  - **Make sure the right microphone device is selected by clicking on the small arrow next to the microphone icon.**



### Submitting Amendments to Resolutions

- Email the text of the amendment to BLPC at: [resolutions@pipsc.ca](mailto:resolutions@pipsc.ca) (English) or to [motions@ipfpc.ca](mailto:motions@ipfpc.ca) (French).
- Type "AMEND" in the Lumi platform to notify the moderator that you are submitting an amendment. And, raise your hand in Zoom.
- You will be notified by email if your amendment requires clarification.
- Once amendment is moved and seconded (or the speaker is recognized), it will appear on the Zoom screen.

## 5. Voting

- When a vote is called, a pop-up window will appear in Lumi with the resolution title and voting options
  - Click on your choice to send in your vote
- Once voted a confirmation message will appear
  - So long as the pole is open, participants can change their vote by selecting a different option
- Once voting is closed the results will be displayed on screen



Full Open

Appointment of auditors  
Nominatio des auditeurs

For / Pour

Against / Contre

Abstain / Abstention

## 6. Technical Support

If you run into difficulty with any aspect of the technology, please contact PIPSC IT support at:

**Phone: 1-(855) 248-7421**

- **Note, this temporary phone number is only available November 30<sup>th</sup> – December 3<sup>rd</sup> from 11AM -3PM EST and December 4<sup>th</sup> & 5<sup>th</sup> from 8:00 AM – 6:00 PM EST**

Email: [informatics@pipsc.ca](mailto:informatics@pipsc.ca)

Additional support resources:

**To access the AGM on the Lumi platform: <https://web.lumiagm.com/462723269> or <https://web.lumiagm.com> and enter meeting ID: 462-723-269**

- Click for [PIPSC AGM FAQ's](#)
- Click for [Zoom Frequently Asked Questions](#)