Participants Guide

PIPSC Annual General Meeting 2020 Day 2

June 5th, 2021

(10:00AM – 6:00PM EST)

Updated: Thursday, June 3rd, 2021

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 latest version of 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: 469-796-889 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.**

- Once registered, you can connect to the Zoom meeting
  - If the Zoom app is already installed on the device, as recommended, click **Open zoom meetings**.
    - Otherwise, click **download and run Zoom** or **Join from your browser**
- The Zoom waiting room will open about 30 minutes before the start of the meeting.
- Participants should hear background music and see a Powerpoint presentation when the meeting begins.
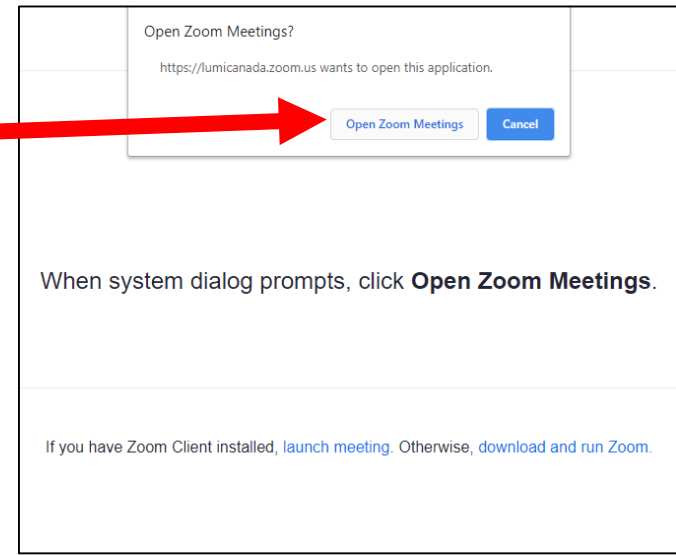
3. Display

- If using a desktop or laptop computer, it is recommended that participants resize the Lumi and Zoom windows so that the windows fit beside each other.
- If using a combination of computer and mobile device (not recommended), participants should load Zoom on the computer and Lumi on the mobile device.
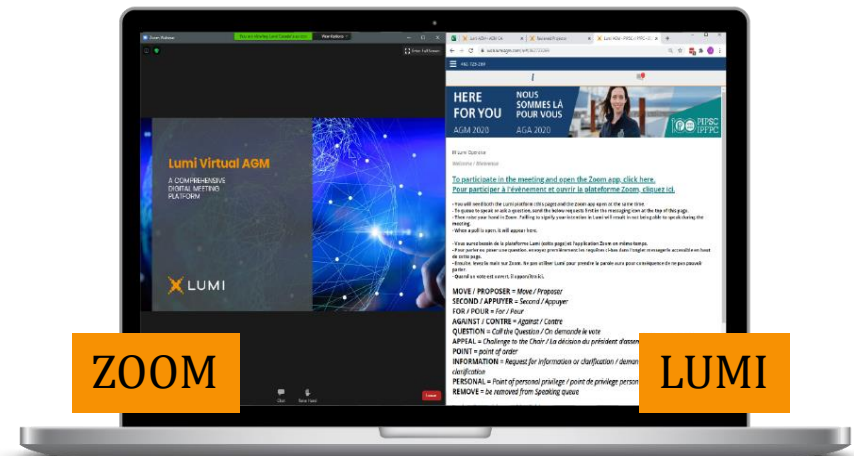
4. Participating

- 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:

KEYWORDS / INTENTIONS

MOVE / PROPOSER = *Move / Proposer*
SECOND / APPUYER = *Second / Appuyer*
FOR / POUR = *For / Pour*
AGAINST / CONTRE = *Against / Contre*

POINT / POINT = *Point of Order / Rappel au Règlement*
APPEAL / APPEL = *Appeal from the decision of the Chair / La décision du président d'assemblée est contestée*
**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.**

✔ Received

- 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 themself 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.**
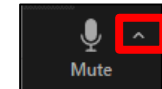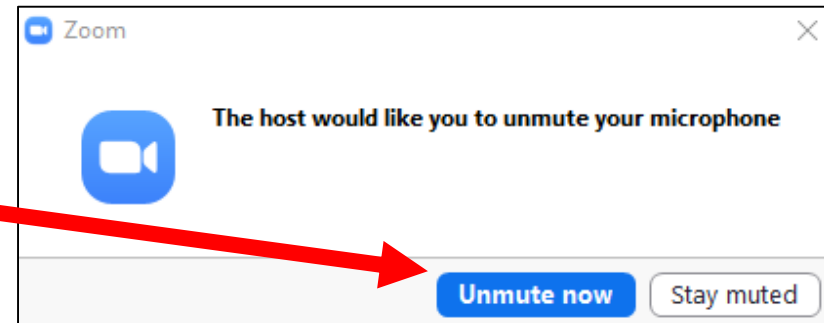
Submitting Amendments to Resolutions

- Email the text of the amendment to BLPC at: resolutions@pipsc.ca (English) or to motions@ipfpc.ca (French).
- Type "AMEND" in the Lumi platform to notify the moderator that you are submitting an amendment.
- 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

Poll Open

Appointment of auditors

Nomination des auditeurs
Select a choice to send.

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 June 2nd and 3rd from 9AM to 5PM EDT, June 4th from 9AM to 7PM EDT, and June 5th and 6th from 8AM to 6PM EDT.**
- Email: 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: 469-796-889**

- Click for PIPSC AGM FAQ's
- Click for Zoom Frequently Asked Questions