Participants Guide

PIPSC Annual General Meeting 2021

November 5 and 6, 2021

(10:00AM – 6:00PM ET)

Updated: October 15, 2021

Initial Setup

Please complete these steps on a day prior to the AGM:

- Install the latest version of [Zoom Client for Meetings](#) on your device to the AGM.

- Ensure you have headphones/earbuds with a built-in microphone for the best sound quality.

- Ensure you are connected to a hardwire internet connection or wireless. Using cellular data is not recommended.

- Ensure supported web browsers are installed on your device: For best results use [Google Chrome](#); Firefox and Edge web browsers are also supported. **Other browsers are not supported (i.e. Safari and Internet Explorer)**

- We are using a platform called Lumi to broadcast the AGM, which allows you to participate and vote on one side of your screen, and view Zoom on the other side of your screen. See "2. Display" for more details.

  - You 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 prior to the day of the AGM. You can also connect using the link https://web.lumiagm.com entering the meeting ID: 432-930-180 and clicking Join.** Please see "1. Connecting to the AGM" for detailed instructions.

  - **You must use a desktop or laptop computer. Mobile devices will not work with the new Lumi platform.**

Joining the AGM

- You will need access to a computer connected to the Internet to take part in the PIPSC 2021 AGM
  - Log in to one platform and see Lumi (for participation and voting) on one side of your screen and Zoom (for audio and video) on the other side of your screen. Please see "1. Connecting to the AGM" for detailed instructions.
- During the AGM you may need to limit usage of other devices on your network to ensure adequate bandwidth for the AGM (other devices will take up connection capacity).

1. Connecting to the Annual General Meeting
  - You 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 prior to the day of the AGM.**
    You can also connect using the link https://web.lumiagm.com and entering meeting ID: 432-930-180 and clicking Join.

- Once connected to Lumi, enter the username and password provided in the email from Lumi and click **Submit**
  - The Lumi platform will open
- **Do not close the window until the end of the AGM.**
- Once logged in, your browser will request permission to access your microphone and camera. Please **Allow** to be able to engage during the meeting.
- After you've clicked **Allow**, you will be able to test your microphone and camera. Click **Join** in the Zoom panel once setup.

- The Zoom meeting will open about 15 minutes before the start of the meeting. Please standby until you are let in.
- Once the meeting is open, select "**Join Audio by Computer**". You can also join by phone if you experience issues with audio (see landing page for phone number and code).

- When you are let into the meeting you should hear background music and see a holding slide until the meeting begins.

2. Display

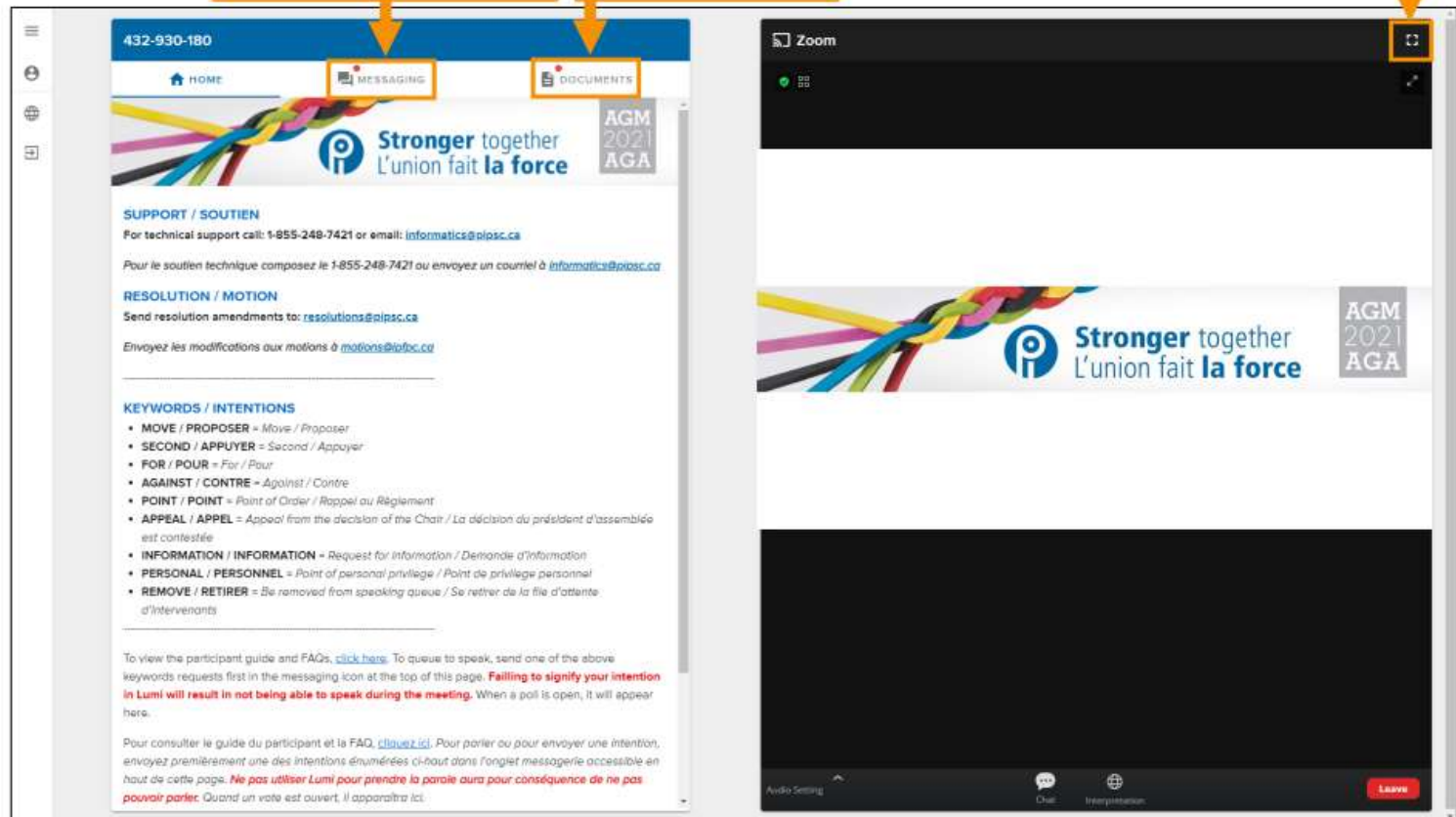- On your computer, you will now see the Lumi and Zoom windows are displayed side by side.
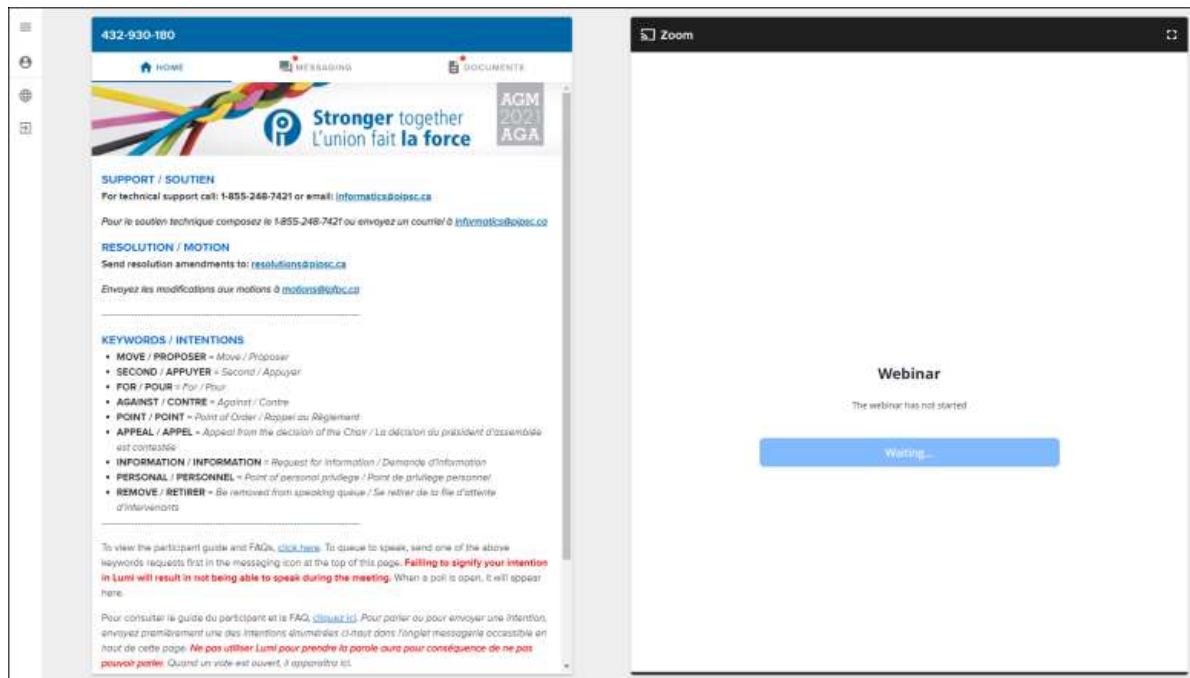
3. Participating

- Participants will use the messaging function in the Lumi platform 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.**

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- See below for a list of available actions

KEYWORDS

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 pop-up:
  - Click **unmute now**
  - The participant should identify themself before speaking.
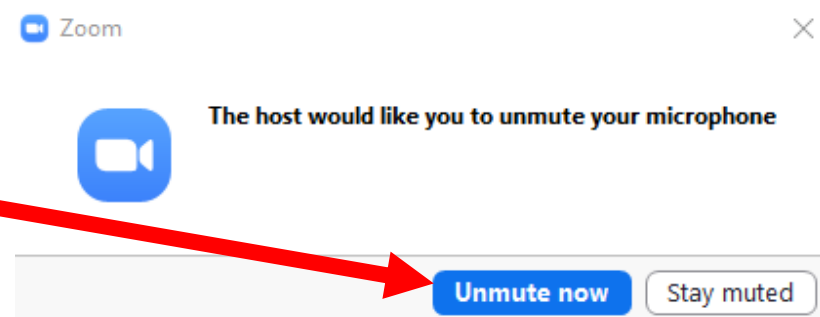
○ When the participant has finished speaking, they are to click **Mute** or the moderator will disable the participant's microphone.

○ **Make sure the correct microphone device is selected by clicking on the small arrow next to the microphone icon.**
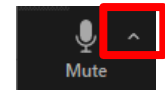
Submitting amendments to resolutions

- 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 the amendment is moved and seconded (or the speaker is recognized), it will appear on the Zoom screen.

4. 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 poll is open, participants can change their vote by selecting a different option
- Once voting is closed the results will be displayed on screen

- When a vote is called, a poll will pop-up on Lumi. The resolution and voting choices will be displayed.

  After you vote, a confirmation message will appear.

  You can **change your selection** as long as the vote is open.

  If you wish to cancel your vote, please press "**Cancel**".

- Voting will close when the scrutineer confirms we have enough votes. The results will then be displayed.

5. 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 2 and 3 from 9AM to 5PM ET, November 4 from 9AM to 7PM ET, and November 5 and 6 from 8AM to 6PM ET.**

- Email: informatics@pipsc.ca

Additional support resources:

- **To access the AGM on the Lumi platform click https://web.lumiagm.com/432930180 or https://web.lumiagm.com and enter meeting ID: 432-930-180**
- Click for PIPSC AGM FAQ's