



Growing the Connections

2020 Canadian Shield Regional Council Meeting

November 6th - 7th, 2020 via Zoom

TIPS FOR USING ZOOM

October 21, 2020

JOINING THE MEETING

- **MEETING LINK:** Your personalized link to the meeting was emailed to you after you registered. There will be a reminder email closer to the meeting that also includes the link. This is the only link that you may use to access the meeting.
- **ARRIVAL TIME:** Sign in to the meeting by 8:45 am (EDT). You will arrive in the waiting room and be admitted at 8:55 am. The Call to Order is at 9:00 am. You will be muted upon entry and we ask you to stay muted with your videos off.
- **YOUR NAME:** Check that your name appears correctly in the participant list (see below). The MORE button beside your name allows you to rename yourself. Corresponding and non-voting participants please add a "Z" in front of your name to help with scrutineering.
- **AUDIO:** When you join the meeting, you will be asked about connecting audio. It is easiest to join by computer audio unless your computer does not have speakers. If you have trouble with your audio you may also connect by phone with the number in your invitation. Remember to use the toll-free number for long-distance calls. If you use a cordless phone, please be sure it has enough charge to last the duration of the meeting, and/or charge your phone during the breaks.
- **VIDEO:** For this meeting you will not need to start your own video (webcam) unless you are going to speak. At the beginning of the meeting it may be nice to "see" everyone, but once the meeting is underway we ask that your video be off, apart from the presenters. For best viewing please change to "Speaker View" and/or "Side by Side" at the top of the video panel of your screen.

PARTICIPATING

- **PARTICIPANTS PANEL AND CHAT:** Open both the Participants Panel and the Chat box on the Zoom toolbar (diagram below).
- **LISTEN ONLY:** For the majority of this meeting you will likely only need to listen to those presenting.
- **SPEAKING:** Staff will be monitoring the Participants Panel and the Chat box. Please signal your desire to be added to the speaker's list by raising your digital (not your real) hand by clicking the 🖐️ blue hand at the bottom of the Participant's Panel. When you are recognized by the Chair, unmute your microphone to be heard. In the event there is some issue with sound, you may type in the chat box. Please don't lower your hand, we will do that for you.

- **POINT OF ORDER** To raise a point of order raise your hand, and type “PT OF ORDER” in the chat, so that the President can adjust the speakers order accordingly.

VOTING

- **ELIGIBILITY:** Only elected Lay Regional Representatives and Ministry Personnel are eligible to vote. If you are not a voting member please put an “Z” before your name – this way the scrutineers can see the votes more easily.
- **YES/NO:** We will be voting using the **Yes and No** icons found at the bottom of your Participants Panel to vote, following the instructions from the Chair. To abstain type **ABSTAIN** in the chat.
- **VOTE BY PHONE:** **We recommend you do not call in if it can be avoided.** Voting representatives participating on the phone will vote by pressing *9 when the Chair calls for you to vote by phone and this will raise your hand in the Participants Panel.
- **RE-OPEN THE PARTICIPANT AND CHAT PANELS:** Note: When the host shares their screen (ie: with the agenda or a proposal) the program will put you into full screen mode and you will lose the chat and participant panels. To get these back click “Chat” and “Participant” on the Zoom toolbar (usually at the top of your screen). They will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging it over.
- **TWO VOTES:** If two people are joined from the same household one person can vote with the Yes/No button. The second person can add their vote by typing **Yes or No in the chat**.

CHAT


- **LIMITED:** Chat is limited for this meeting to minimize distractions and you are only able to chat with the hosts and co-hosts

HELP AND SUPPORT

- If the meeting suddenly closes, go back to the e-mail with the link and re-join.
- Turn your video off if your connection becomes unstable. You will still be able to see and hear without your video.
- Staff are monitoring the chat for questions and to help troubleshoot, but our capacity to help you may be limited. Please attend one of our pre-sessions if you need some support in advance of the meeting.
- If you cannot locate the meeting link, e-mail Donna Rutz drutz@united-church.ca.
(Donna Rutz is a staff member of the Shining Waters Regional Council - our sister region - and has offered her services to help with registration the day of and any tech trouble-shooting while Susan Whitehead is occupied with the tech of the Zoom meeting.)

ZOOM TOOLBAR


Audio Settings
Leave computer audio
Enable Original sound -
musicians only



Unmute Start Video

Turn your microphone on and off. Turn your camera on and off.

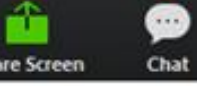
Open Participants Panel
to access voting/ or to request to speak



Participants


If you don't see the Zoom Toolbar, move your mouse across the bottom of the computer screen and it should appear.

Open the Chat panel
to request to speak or to ask a question



Share Screen Chat

Leave Meeting




Leave the meeting at the end of the day. It's ok to leave Zoom open during breaks.

→ PARTICIPANTS PANEL







Opens by clicking Participants on the Zoom Tool Bar

Participants (2)



Participants (4)

Raise Your Hand Vote Yes Vote No

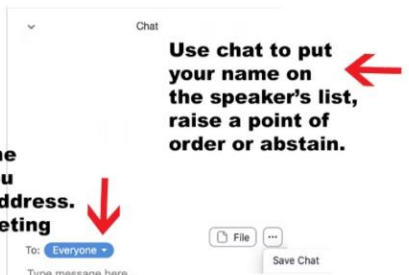
raise hand yes no go slower go faster more

Rename yourself



CHAT PANEL

Opens by clicking Chat on the Zoom Tool Bar



Chat

Use chat to put your name on the speaker's list, raise a point of order or abstain.

Choose the person you want to address. In our meeting only Chat with Host is allowed.

To: Everyone

Type message here...

Save Chat

Save Chat by clicking ... and it creates a file on your computer