

## How to Use the Virtual Convention Platform

**Important:** We will be hosting a practice session on Sunday, May 16, 2021, 5:30 – 6:30 pm **for delegates only** who wish to practice voting and ensure they are comfortable using the Zoom webinar platform. After reviewing all of the materials, you may register for that practice here: [https://zoom.us/webinar/register/WN\\_6rcGqI4ASnSANGxboqUGuq](https://zoom.us/webinar/register/WN_6rcGqI4ASnSANGxboqUGuq)

LWVNJ's virtual Convention programming will be hosted on Zoom (for delegates only) using their webinar platform. Observers will be given a link to watch the proceedings live on the League's YouTube channel.

Delegates have received (or will soon receive) a confirmation email that includes information and links to join Convention. Convention is Saturday, May 22, 8:30 am – 5 pm and delegates received links for this event, as well as links to caucus rooms in this email. **Do not share links to any events.**

There are a number of pre-Convention workshops. These links were provided in an email sent to all registrants.

Evening panel discussion registration is separate and registration links have been emailed directly from Zoom. You can register for these events at any time here: [LWVNJ Events](#). Please note that you must individually register for each discussion you wish to attend.

Zoom offers a full library of support documents that can be found at <https://support.zoom.us/>. System requirements are available at <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>. Please note that a webcam or other camera device is not needed to participate as a delegate. A microphone will be needed for any delegate who wishes to present a motion or argument. Delegates will be able to vote without the use of a microphone.

In order to make your experience as a delegate positive and productive, we offer the following guidelines and tips.

### **Using Zoom for Convention 2021**

- We recommend participating in Convention from a desktop or laptop computer. **Participation via phone will not allow you to vote.** Zoom offers apps for tablets and smartphones, but please be advised that their format can be cumbersome for participating in the chat or utilizing the polling features. In addition, sometimes your connectivity is slower with a phone (the “zoom freeze”) and you may not be properly heard.
- We are asking that you sign in to zoom no later than 8:45am so that we can admit all from the waiting room in a timely fashion.

- All delegates will automatically have their microphones muted and cameras off. During debate, please be prepared to unmute your microphone and turn your camera on (if you wish).
- Please make sure your identity from your device as a participant has your name and the name of the local League you are representing as a delegate and “D” (for delegate designation). For example “Ida B Wells , LWV of Newark (D). We can’t verify your credentials if you sign in as a phone number or “ \_\_\_\_\_’s iPhone”.

To rename yourself you can:

- 1) If you have a Zoom account you will need to access your Zoom profile, sign in to the Zoom web portal and click [Profile](#). You can view and edit the following settings:

**Profile Picture:** To add or change your profile picture, click **Change**, then adjust the crop area on your current picture or upload a new one. You can also delete your profile picture by clicking **Delete**.

**Name:** To change your name, click **Edit** on the right side.

- 2) If you don’t have a zoom account- you can,

**When system dialog prompts, click **Allow**.**

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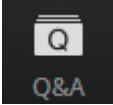
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download](#) and run Zoom.

If you cannot download or run the application, [join from your browser](#).

And then in the next screen, you can enter the name you want to use for the meeting under ‘Your Name’,

- Plenary presentations will consist of:
  - Live speakers with their cameras on
  - PowerPoint presentations
  - Split screens between speakers and presentations

- Prerecorded videos with sound
- If you experience technical difficulties during Convention, please reach out to staff in the Q&A, or email Fatima Munshi at [fmunshi@lwvnj.org](mailto:fmunshi@lwvnj.org) for assistance.
- We will be utilizing the Q&A feature during debates around Plenary items. The Q&A feature can be accessed in the webinar controls and looks like this:



### **Voting on Zoom**

Instructions on how to frame your questions and remarks are provided in the Convention Workbook in the Parliamentary Guidance for Virtual Meetings.

- Two Zoom functions will be utilized during votes:
  1. Raising Your Hand
    - Click Raise Hand in the webinar controls (it may also be under More):
    - Click Lower Hand **when instructed**:
  2. Answering a Poll
    - It will be announced that a poll is about to be shown on the screen. You will see the poll pop up with the question and a series of choices.
    - Select your choice in the time allotted.
    - Once the poll closes, additional responses cannot be added.