

ARM Chapter 12, Toronto
Annual General Meeting
May 26, 2021

Zoom Instructions

Once again, (hopefully, for the last time) the ARM Chapter 12 Annual General Meeting will take place online via Zoom.

The day prior to the meeting you will receive an email from the ARM Chapter 12 Executive with the zoom invitation to the meeting. It will include **a link to the meeting, the meeting ID number and the password**. At around 9:55 a.m. on Wednesday, May 26 we recommend that you start to connect to the meeting. It may take a few minutes, and even several tries. There will be a virtual waiting room, so you may have to wait a few moments before you are admitted to the meeting. Please be patient and persistent.

Connecting By Phone

If you are unable to use the zoom application on a computer, you will be able to connect by telephone. Included in the emailed zoom invitation will be two phone numbers. You dial one of the numbers and, when prompted, enter the Meeting ID number and the passcode from the invitation.

If you are unfamiliar with zoom, the instructions below will help you get set up.

1. First of all, you need a computer connected to the internet; a desktop or a laptop. It helps if your computer has a built in camera, **but it is not necessary**. If you do not have a built in camera, you still will be able to see the participants of the meeting. It's just that we won't be able to see you. You can also use a tablet or a smartphone. We will require that participants identify themselves on screen by their proper name.
2. On the computer or device of your choice, search for **zoom.us via GOOGLE**. This will take you to the Zoom website. Download the application. You do not need to register for an account, although you may, if you wish. It's free. The application, or app, will be placed in your applications folder on your computer or device.
3. When you wish to join a meeting, you select the zoom app from your applications folder and open the app. It may take a moment or two to load up onto your screen. It will ask you if you wish to join a meeting. You enter the **meeting ID number** in the appropriate space. You may also be asked to **enter a password**. You will be asked if you wish to join the meeting with your computer video, and your computer audio. **Select both these options**.

It may take a minute for you to be connected. Once you are connected you will be able to see some or all of the participants, depending on the size of your screen and the number of participants. You will also be able to hear any of the speakers.

4. It is recommended that you try out having a zoom meeting with friends or family, prior to the AGM, as this will give you an opportunity to become familiar with the process and the experience. And it will be fun. Please note, you will not be able to host a meeting unless you do have a Zoom account. But, as stated above, there is a free version.

On the morning of the AGM, we advise that you start to connect to the meeting approximately 5 minutes prior to the 10 a.m. start. Once you are connected you will be placed in a virtual waiting room, and let in by the host when we are ready to begin. **Your microphone will be muted by the host. It must remain muted until it is your turn to ask a question.** At the start of the meeting we will go over the order of the agenda, and the processes for voting and asking questions.

Voting on Motions and in the Election

Zoom has a feature that allows for participants to be polled on questions. We will use this feature for both motions and the election of the Executive if necessary. We will do our best to replicate the usual processes of a conventional meeting using electronic means within the limitations of those means. **This will require patience and flexibility on the part of all participants.**

We look forward to seeing you, Wednesday, May 26 at 10 a.m.