



## 2014 CPF BC & YK Virtual AGM Instructions

### Pre-Meeting

We are requesting anyone interested in virtually participating in this year's CPF BC & YK AGM to email Kirsty Peterson ([outreach@cpf.bc.ca](mailto:outreach@cpf.bc.ca)) by **Monday, October 6<sup>th</sup> at 5pm PST.**

In your RSVP please include your name and Membership Number.

### Logging In

Thursday, October 16th 7:45pm EST (4:45pm PST)

The participant's login is: <http://bit.ly/1qCBW4N>

1. Connect your headphones with microphone to your computer. The best type of headphone is the ones that totally cover your ears and which connect to the computer via a USB connection.
2. For best connection, clear your cookie cache before starting.
3. Depending on your system, you may have to wait a couple of minutes for both Java and the website to launch. No software is downloaded on to your system at all - it is all web-based.
4. Once prompted, enter your first name and select "Enter".
5. You will then get a screen that looks like a combination of a PowerPoint presentation and messaging.
6. Go to the menu at the top and select "Tools".
7. Then select "Audio".
8. Finally, select "Audio" or "Set-up Wizard"

9. Follow the steps as presented and do not skip any step.

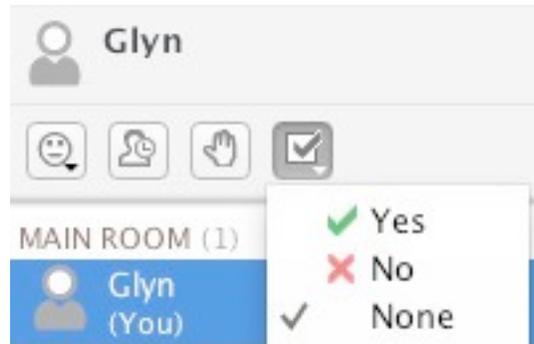
## Navigating The Buttons

10. Once completed, if you look along the right side, you will see the following:

- "Talk" button - select this to speak and turn it off when done. If you leave it on while others are talking, you will hear echoes and lots of feedback.



- Several different emoticons - there is one that has a hand on which is used to signal that you wish to speak.
- There is also a green check mark and red X used for voting. All of these need to be de-selected (turned off) when finished using them. There is also a happy face, a pair of clapping hands (applause) and a sad face, which you can use, as appropriate and applicable.

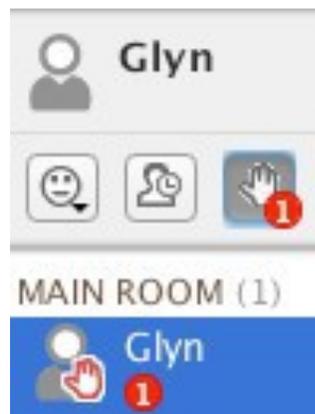


- \* List of Names - this list has the names of everyone who is currently online.
- \* Instant Messaging - this is used if you wish to share something with either the entire group of with a specific participant. Can be used at any time and is effective for adding information.

## How To Participate In The Meeting

12. The Moderator/Chair will recognize your participation in the meeting.

13. If you would like to speak, you must press the *raise your hand* icon. The Chair will keep a speakers list.



14. To vote on motions, use the Green Check Mark and/or the Red "X."

15. The moderator/chair will announce the result of each vote.

16. If there are any issues participating in the meeting, or you would like to raise a point of order, please raise your hand and wait for the moderator/chair to address you.

## **If The Technology Does Not Work**

17. **We highly recommend testing and troubleshooting the *Elluminate* software at least one (1) day before.** People who have not tested the software may have sound / microphone issues.

18. If the technology is proving to not function appropriately for a large number of attendees we will move the virtual component of the meeting to a teleconference service:

**1-888-330-9943**

code: **3214507**