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UWC Conference Zoom Guide

This document will outline the process of how Zoom will be used for the UWC Conference on October 22, 2023. This document will provide details on registration, logging in on the day of the conference, the use of breakout rooms, and how motions and polls will operate.

We will be using Zoom Meetings. It is important that you download the Zoom application to your device of choice that you will be using for the conference prior to October 22. You may register for a free account if you wish prior to the meeting, and it will make the process easier for you if you do so, with less information for you to enter on the day of the meeting. It is recommended that you register for a free account using the same email address that you registered for the conference with, and ensure that you use the same first and last name for your Zoom account that you registered for the conference. This will make the verification of your attendance quicker and easier for the verification committee. You may click on the link below to register for a free account if you haven't done so already.

<https://zoom.us/signup>

Joining the Conference

On the day of the meeting, please click on this link to join the Zoom meeting:

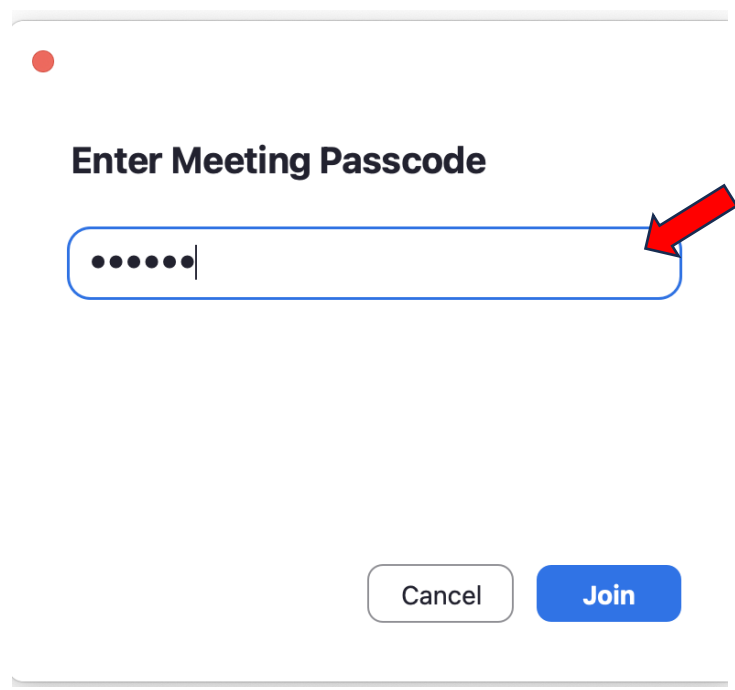
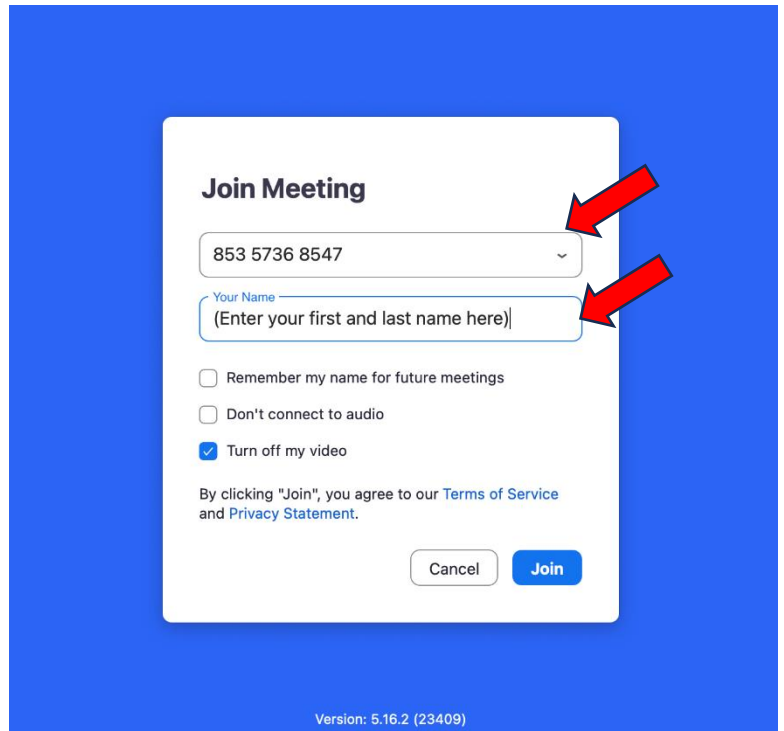
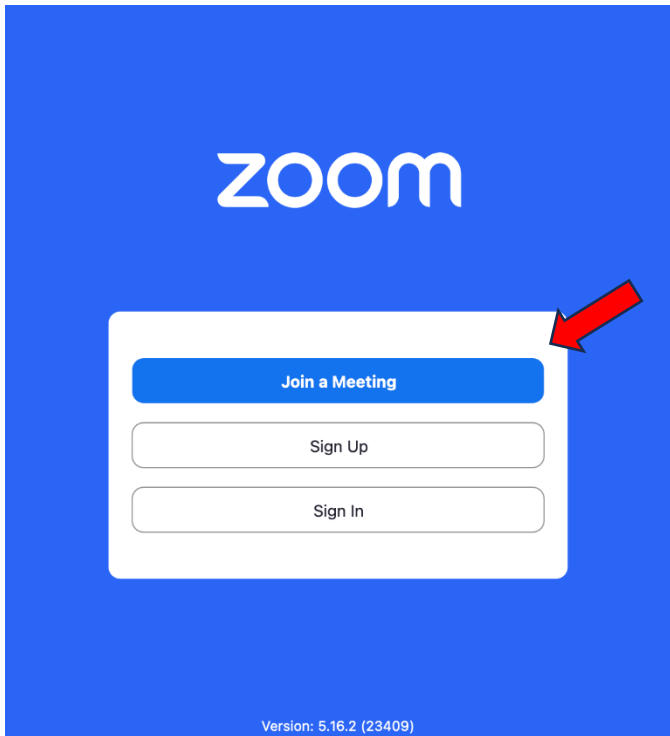
<https://us06web.zoom.us/j/85357368547?pwd=zyLrGbDJXwjteq4ayZVlwuOkJSfeV2.1>

If you have signed up for a Zoom account, and have logged into the Zoom application prior to joining the meeting, you will be automatically put into the waiting room of Zoom.

If you are having issues with the link, you may also enter the meeting ID and passcode manually to enter the meeting. Open your Zoom application, and click on "Join Meeting." Then enter the following:

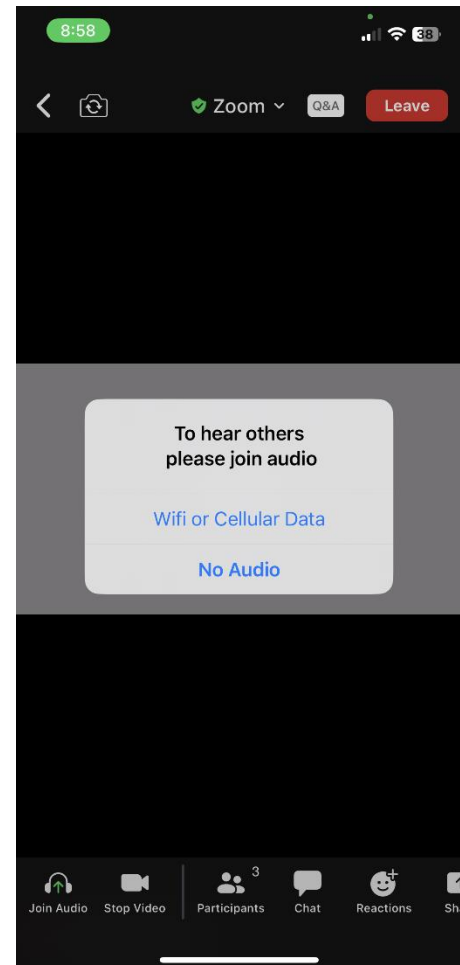
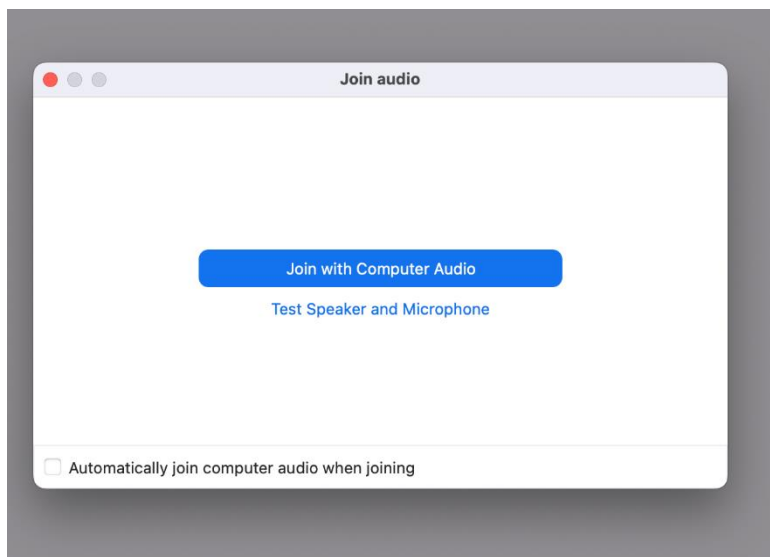
Meeting ID: 853 5736 8547

Passcode: 152940



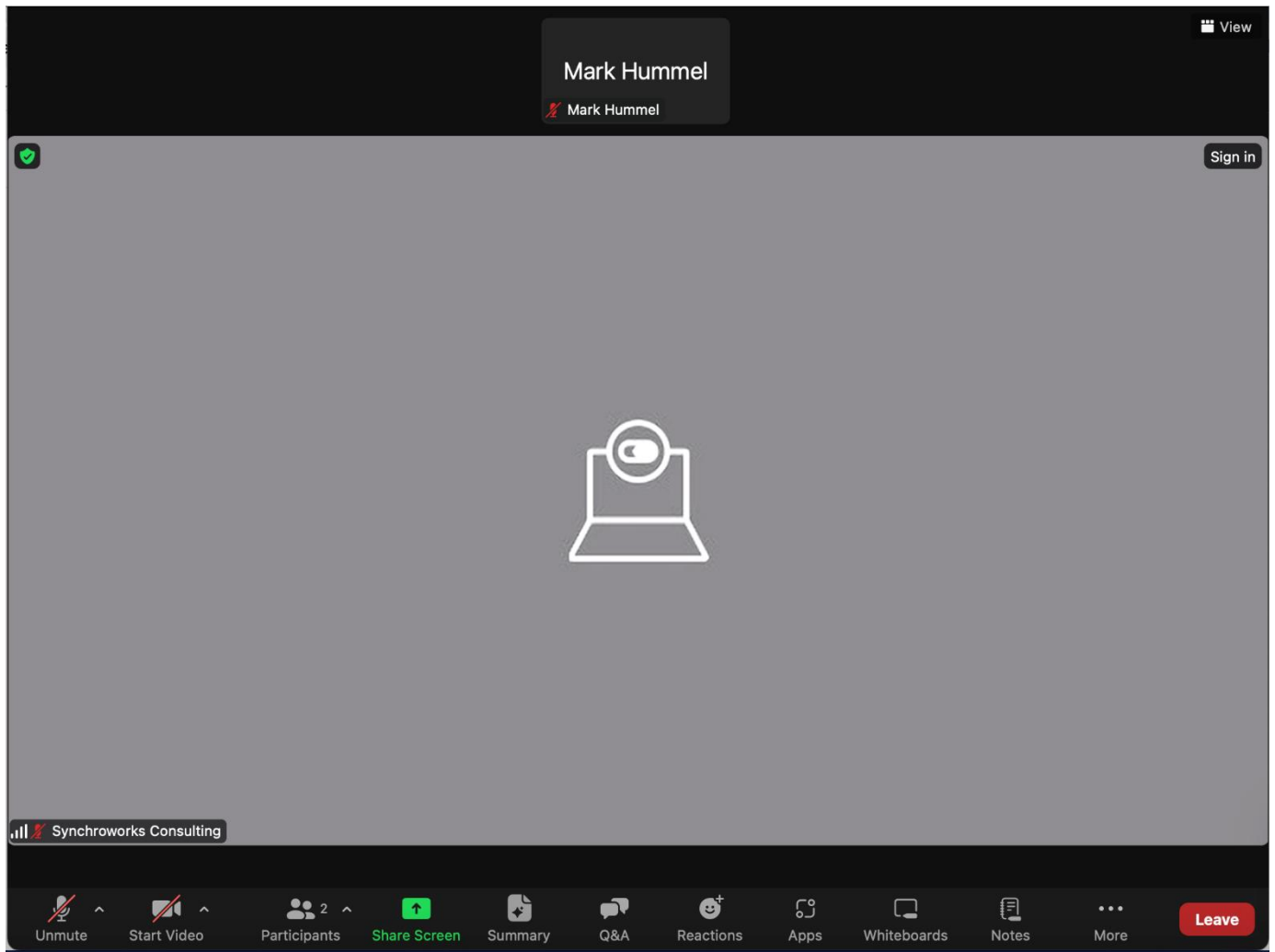
Once you have either clicked on the link or entered the meeting ID, your first and last name, and the passcode, you will be put into the waiting room. At that time we will grant entrance to the conference. Please join the meeting at 2pm Kyiv time for verification. This will ensure that you are able to enter the meeting, and provides the moderators enough time to bring everyone into the meeting from the waiting room.

When you enter the meeting, you may see this screen below. Click on “Join with Computer Audio” or “Wifi or Cellular Data” depending on the device that you are using.



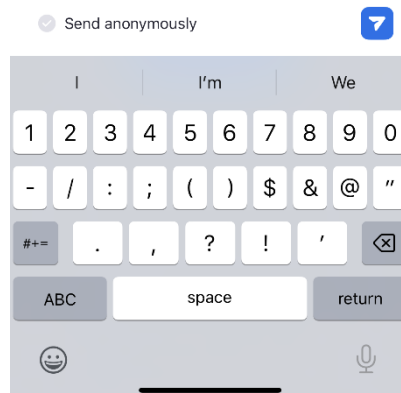
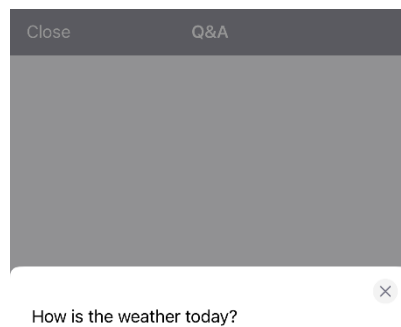
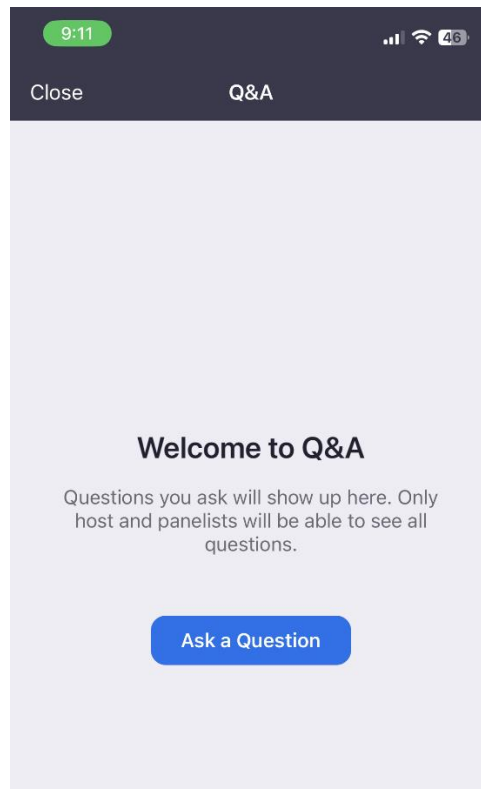
Once you have been entered into the meeting, the verification committee will verify your attendance. If there is an issue or a concern about who you are, we may move you into a breakout room to enable us to ask you questions to verify your identification.

Once the meeting has started, you will see several options at the bottom of your screen. You may need to move your mouse or touch your device screen to activate the menu at the bottom.



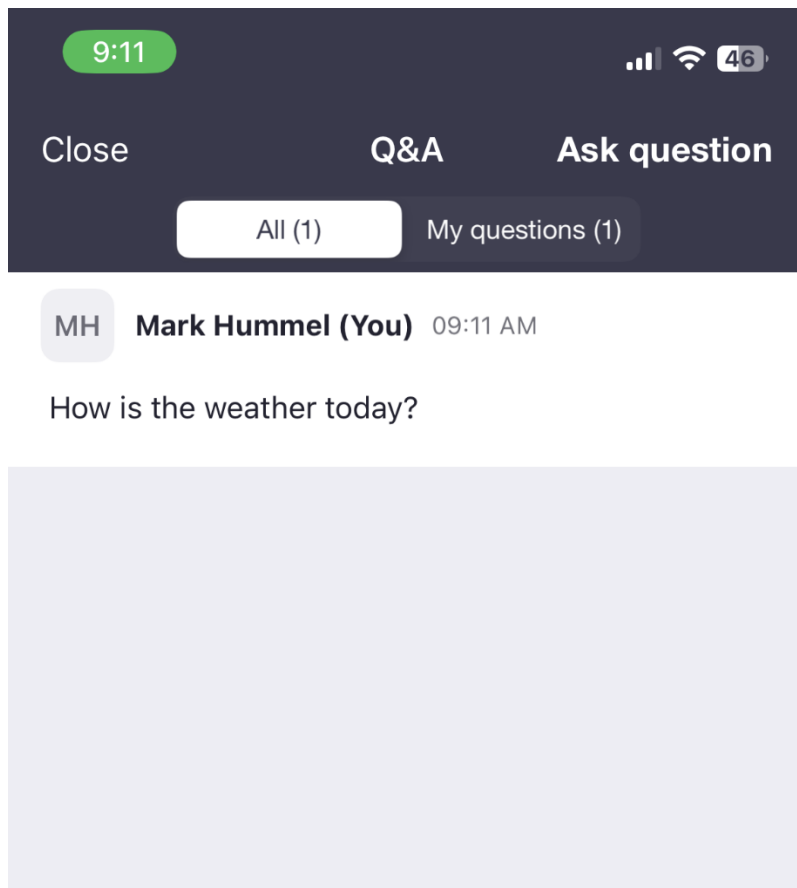
If you have any questions, the best way to do so is to click on the “Q&A” button. Once you have done so, you may enter your question. The hosts will be the only people to see your question, until it is answered, at which point we will promote your answer for all attendees to view.

Click on “Q&A” and the following window will appear. Click on “Ask a Question”



Type in your question, and then hit the blue arrow button, or “Send” on the bottom of the text box

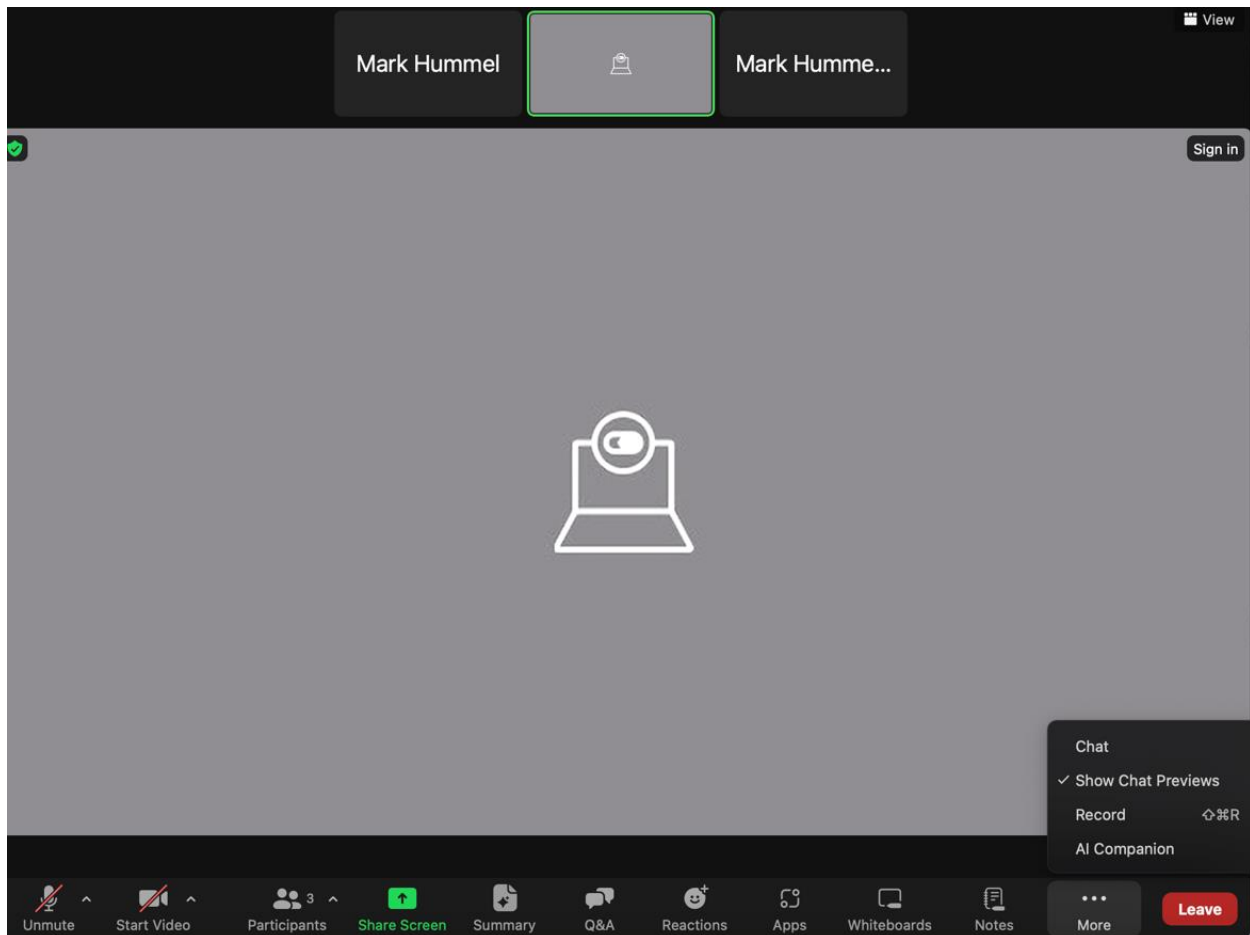
After you type in your question, it will appear in the following window:



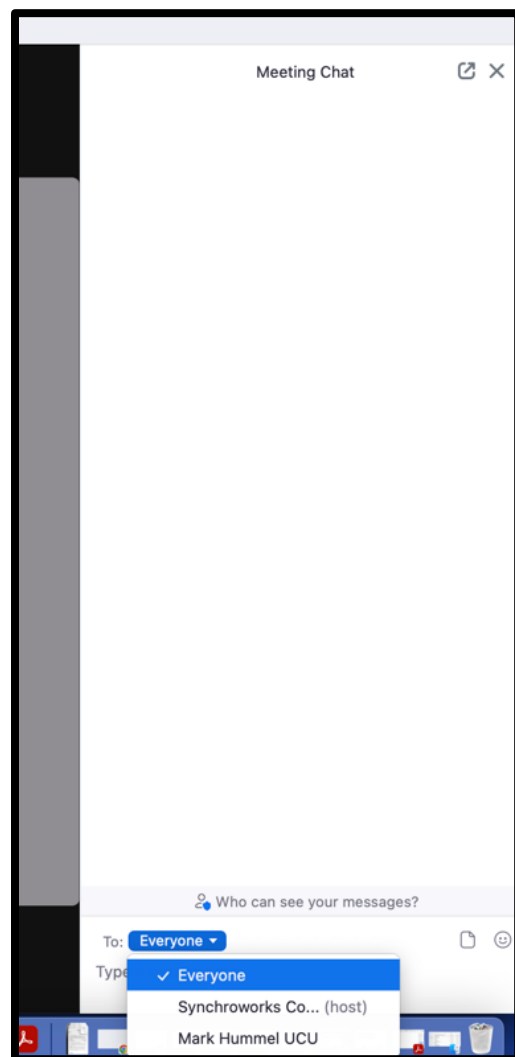
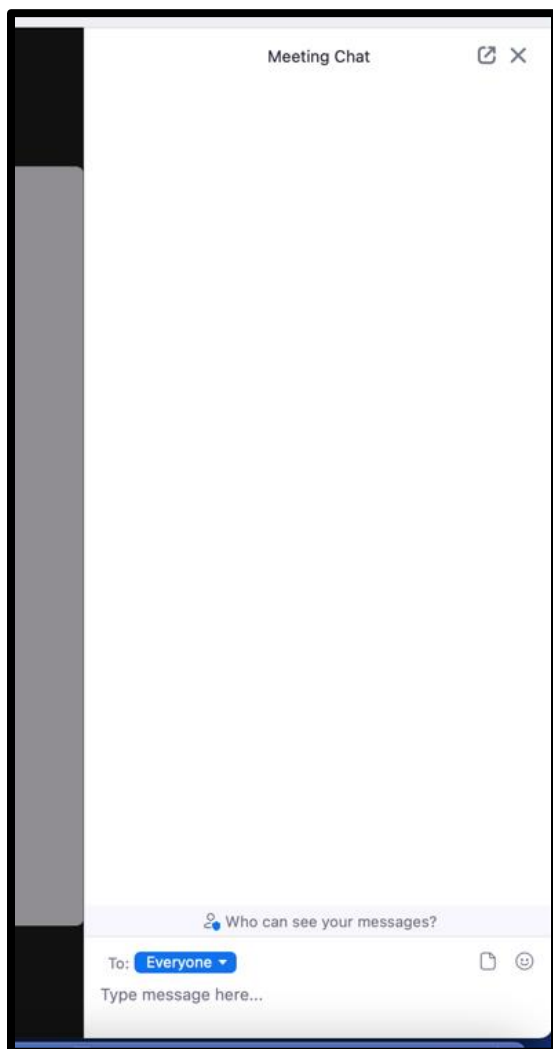
You may then click on “Close” to return to the webinar. At any time to see any question being asked, you can click on the “Q&A” button again, and it will show all questions, any answers, and you can click on “Ask question” again to submit another question.

Chatting

If you wish to chat with all attendees, or specific attendees, you may use the chat feature. You may be required to click on the “More” icon to see the Chat feature. Note in the window below that the chat feature cannot be seen, until you click on the “More” button. This may not be the case with your device, as the Chat feature may already be in the icons along the bottom.



Once you click on “More” then click on “Chat” A new window will open along side the Zoom Window. At the bottom you will see “To: Everyone” and below that you may type your message. If you want to chat with only one person, click on the arrow beside “Everyone” and you can then select the person you want to chat with. **Please note that given the potential volume of the messages in Chat, it may be difficult for the moderators and panelists to reply. It is best that if you have a question, you use the Q&A button as described above.**



Motions and Voting

We will be using the Zoom polls feature to run all motions and voting. As we will have two types of groups joining (attendees and guests) it will require us to put the guests into a breakout room during the motions and voting to ensure that guests do not have the capability to approve motions and to vote in the election. This will take some time to move guests into the breakout room, so there will be a pause during the meeting while the validation committee and the moderators complete this task.

When the motions and voting take place, the moderator will announce that the poll will be launched. We will provide you with up to 90 seconds to submit your selection. When the poll is launched, you will see the following:

9:05

Close Poll Detail

What is your favourite colour?

1. What is your favourite colour?
(Single Choice) *

☐ Red

☐ Blue

☐ Abstain

0 of 1 answered

Submit

Who can see your responses?

9:05

Close Poll Detail

What is your favourite colour?

1. What is your favourite colour?
(Single Choice) *

☒ Red

☐ Blue

☐ Abstain

1 of 1 answered

Submit

Who can see your responses?

When you click on your answer, the submit button will be turned from a greyed out blue to bright blue, and you may then click on “Submit” to send your response.

Once all attendees have submitted their response, the moderators will end the motion, and will share the results.

If you have any issues attending the meeting, please email events@synchroworks.net, and we will assist you as best as we can.