

2020 OAFP Virtual Annual Membership Meeting – Homework!

Thank you for registering for the 2020 OAFP Annual Membership Meeting. Below is additional information regarding our virtual meeting platform, Zoom. Please review this information prior to logging into the meeting on **Sunday, August 9 at 6:50 p.m.**

If you run into any pre-event issues or have questions regarding Zoom, please contact Kaitlin McGuffie at kmcguffie@ohioafp.org.

We look forward to “seeing” you soon!

Best,
-OAFP Staff

Zoom User Set-up & Experience:

To prepare for a meeting, users can create a zoom account and download needed software prior to the meeting date. Otherwise, users will be prompted to go through all of the steps when they click a join link. This process may take a few moments to complete, delaying ability to join the session on time.

Zoom Prep:

1. Create a Zoom account. Go to <https://zoom.us/signup> and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account. You can also choose to sign in with Google, Facebook, or SSO.
2. Decide from what device you will access the meeting with (one with camera and microphone is ideal). Visit the Zoom download center <https://zoom.us/download> to select the appropriate software. (For example, if you plan to use a Windows or Mac device, select the Zoom Client for Meetings). Follow the steps to complete download.
3. Log into your account to test settings and familiarize yourself with Zoom functions.
 - Join a Test Meeting with Zoom to check your connections: <https://zoom.us/test>
 - Test computer or device audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
 - Joining a Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
 - More questions about getting started: <https://support.zoom.us/hc/en-us/categories/200101697>
4. If you have a Zoom account but have not used it recently, you may need to update to the latest version. You should be prompted to do this upon signing in but if not, here is additional information: <https://blog.zoom.us/wordpress/2020/04/27/its-here-5-things-to-know-about-zoom-5-0/>

In-Meeting Instructions:

Getting settled with audio and view:

- Please sign in using your first and last name. You should be prompted to enter this information before joining but if not, you can rename yourself once in the meeting. Screen shots below indicate where this can be done. Please note, for any non-member or non-voting member, OAFP staff will add a “NV” to your name so that we are able to see at a glance who should not be voting during the meeting.
- When joining the meeting, you will enter a waiting room. Use this time to make sure your audio and video are working.
- All attendees will enter the meeting on mute. As we wait for individuals to join, you may unmute yourself to say hello. Once the speaker has decided to begin, everyone will again be muted to avoid any audio disruptions.

- If you are using a phone for audio and a computer for video, you MUST turn off and mute the volume on your computer to prevent feedback in the audio. Please also name each of these devices with your first and last name.
- You can adjust your view to either speaker view or gallery view. These views will vary slightly based on device you are using to access the meeting.

To ask questions or comment during the meeting:

1. Members participating online should use the “chat” feature on their Zoom meeting controls.
2. Phone callers may dial *9 to indicate a “raised hand” and to alert the Speaker or Vice Speaker that you have a comment. OAFP staff will be monitoring this meeting component closely to ensure questions and/or the appropriate speaker answers comments.

To vote during the meeting:

1. If a vote is necessary, members credentialed to vote and who are participating online, should submit their vote by using the “Yes or No” feature on their Zoom meeting controls.
2. Members participating by phone may dial *9 to indicate a “raised hand” as their vote. Two opportunities will be provided to phone users to vote for a pending measure – the first to signify yes in support, the second to signify no, in opposition.

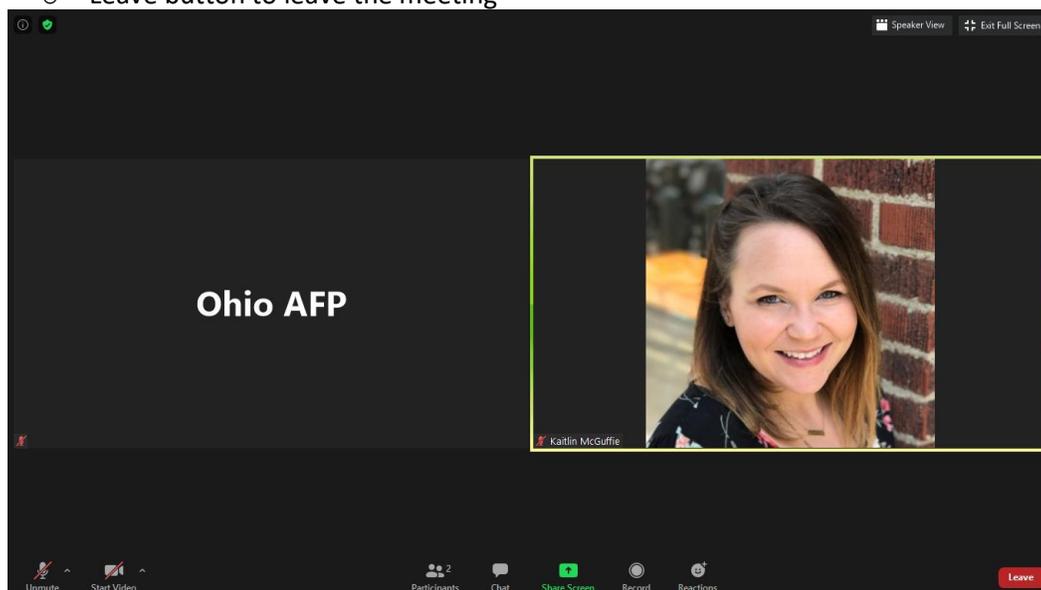
Members who wish to abstain from casting a vote must email Executive Vice President, Ann Spicer at aspicer@ohioafp.org. In the event an election is contested, members participating online may use the “poll” feature on their Zoom meeting controls.

Other ways to engage during the meeting:

- There are “Reaction Icons” located at the bottom of the screen for laptop/PC users or when you click on the three dots at the top of an iPad. The icons include clapping hands and a thumbs up. Use these throughout the meeting to be interactive and show agreement. They will go away after a few seconds.

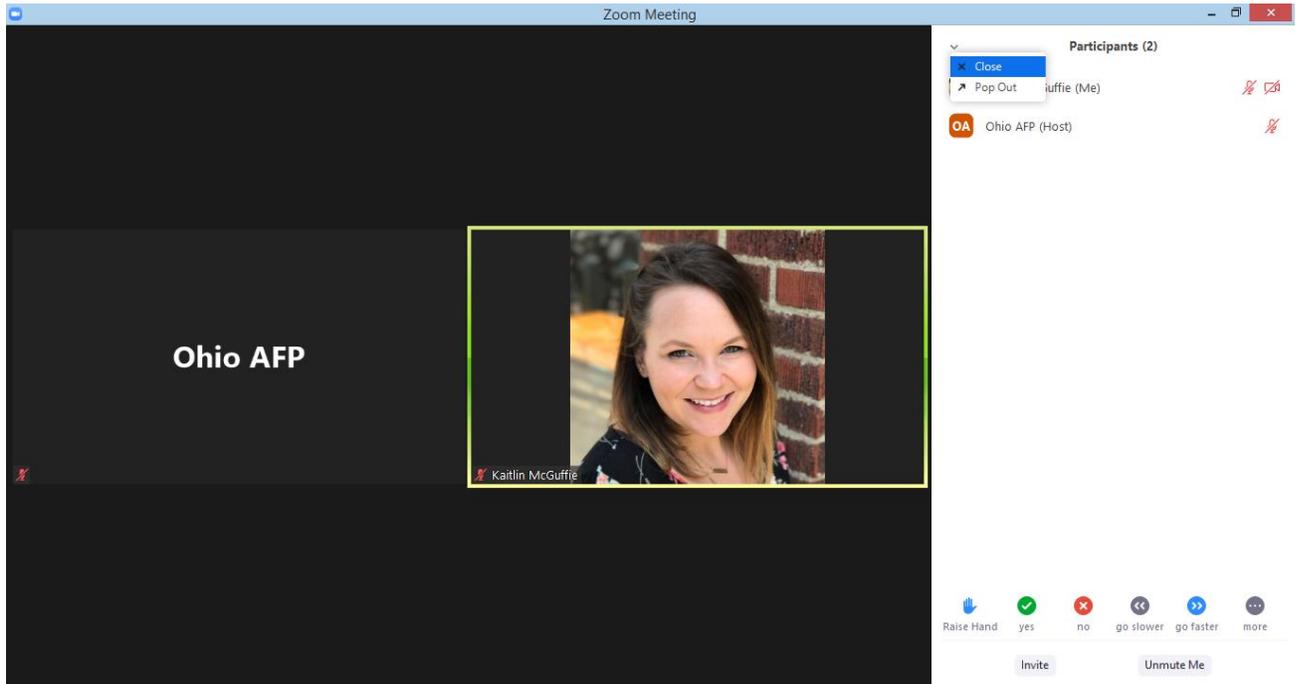
Screen shots for Laptop/PC - Zoom Desktop Application:

- Top Right Corner:
 - Change your view to speaker or gallery view
 - Full screen mode or smaller scale
- Bottom Left Corner:
 - Click on the carrot next to the microphone or video icons to change audio and video connections or test these capabilities
- Bottom toolbar:
 - Participants, chat, share screen, record, and reactions
 - Tool bar will disappear, hover mouse over bottom to make it come back.
- Bottom Right Corner:
 - Leave button to leave the meeting

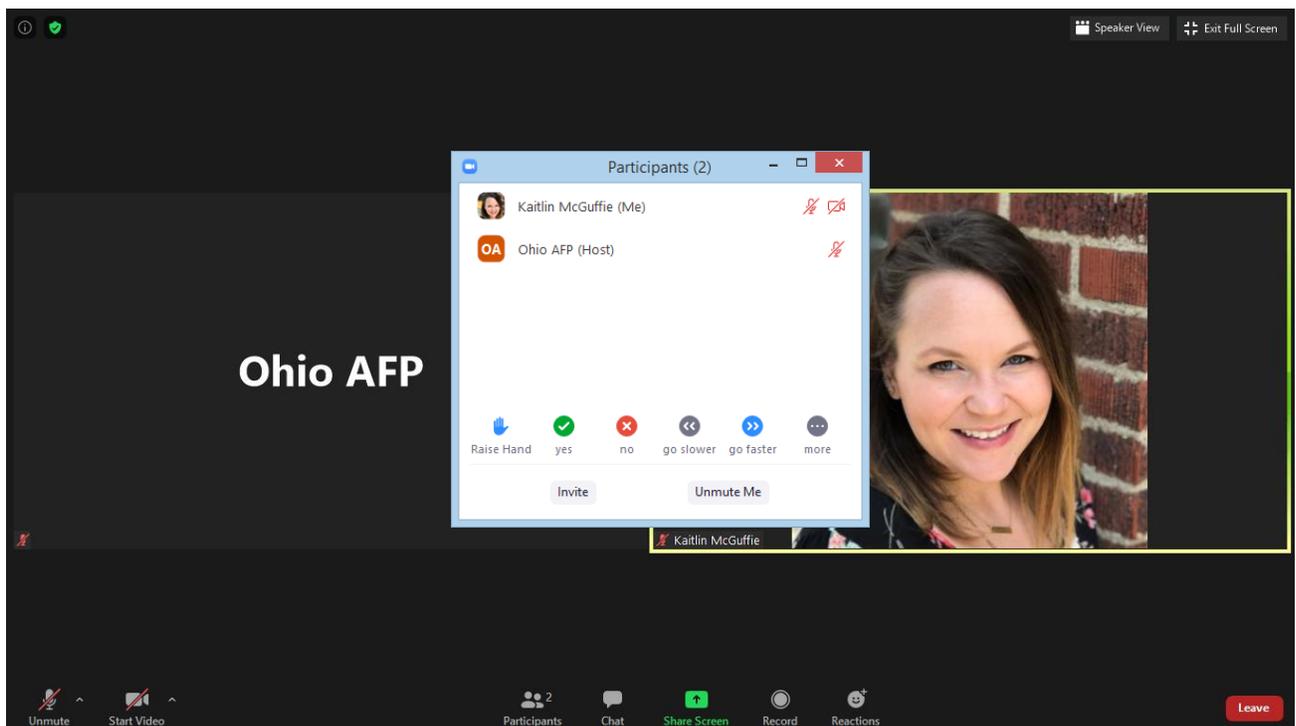


Participants:

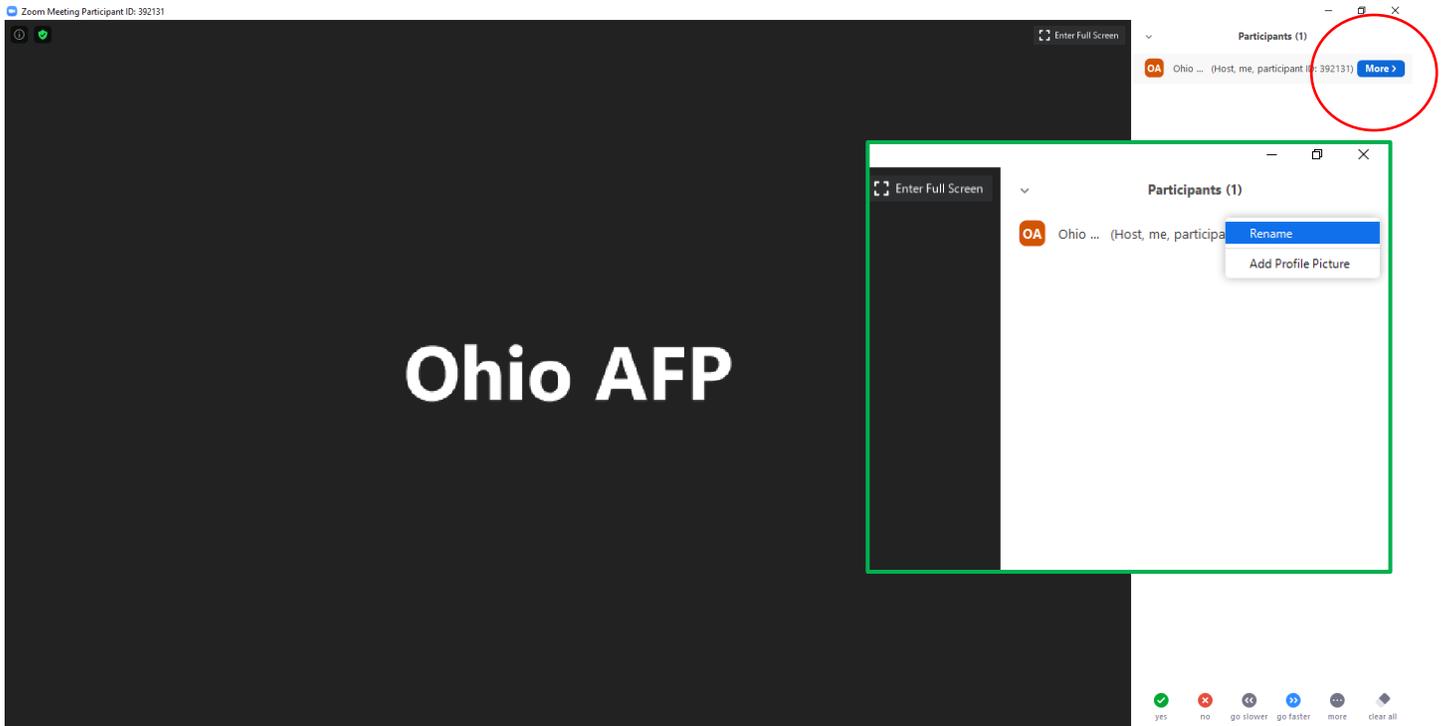
- Not in full screen mode - Click on participants and a box will show on the right hand side. You will be able to see all participants in the meeting. If you click on the carrot at the top of the participant box, you have the option to close the box or pop it out.



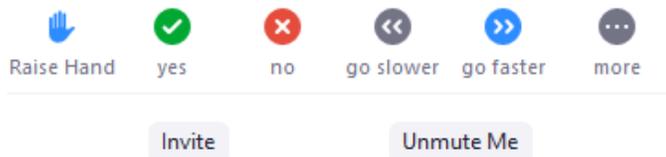
- Full screen mode – the participant box will be in front of everything. To remove, click x in red box. This will only remove the box, not exit you from the meeting. This is also what the “pop out” looks like when not in full screen mode.



- To change your name, locate yourself in the participant list and hover over your name, a blue “more” box will appear. Click on this and select rename.



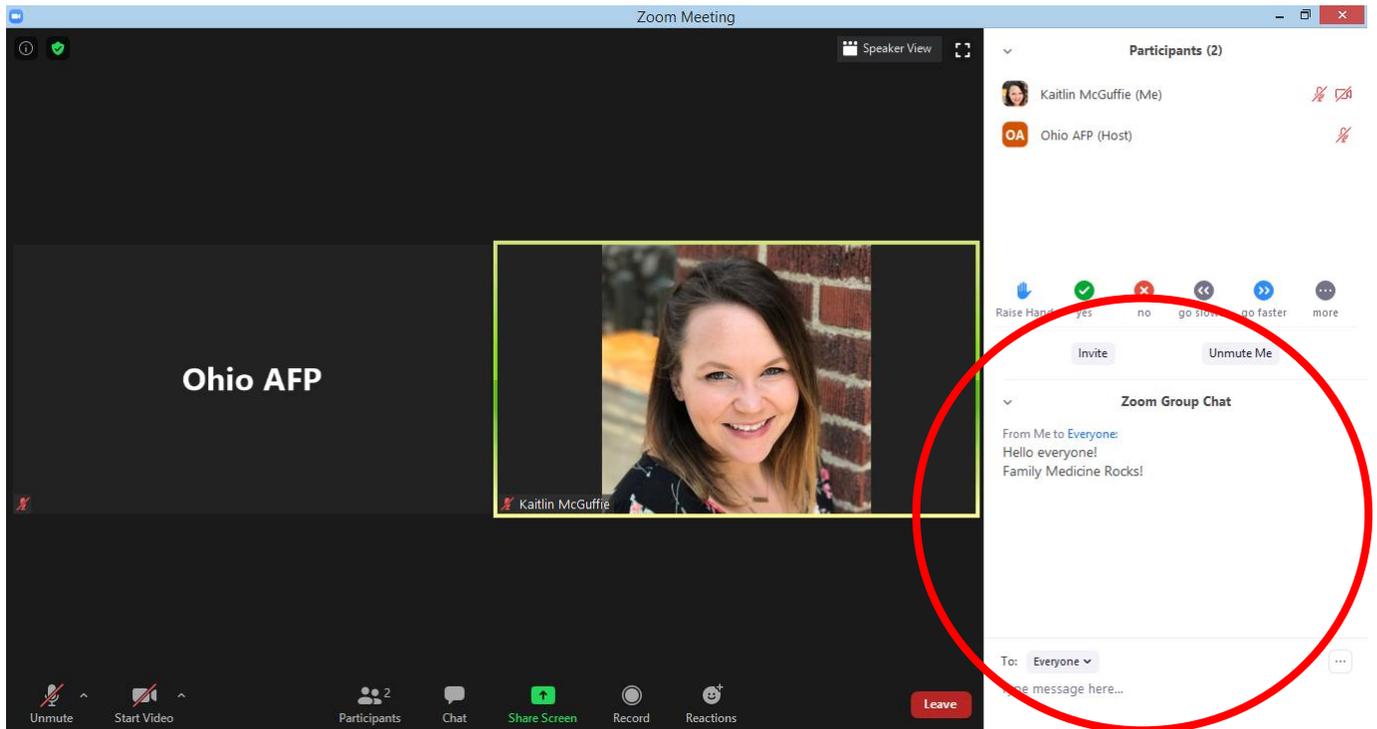
- The participant box also houses the non-verbal icons (raise hand, yes, no, go slower, go faster, (more section: dislike, like, clap, need a break, and away)). We will use the raise hand, yes, and no functions during the meeting.



- Raise Hand: Use this if you would like to be unmuted to ask a question or comment during the meeting.
- Yes/No: We will use these functions to vote.
- Rest of icons: Use at your discretion to communicate with the host/OAFP staff.

Chat:

- Not in full screen mode - When you click on the chat it will go to side. In full screen mode, it will be a pop out.
- Use chat to submit any questions or comments during the meeting. You will have the option to chat with everyone in the meeting or privately to OAFP staff or meeting leaders.



Share Screen and Record:

- Participants should not need to utilize either of these options.

Reactions:

- Use the clapping hands or thumbs up icons to show agreement or interaction during the meeting. These icons will go away after a few seconds.

