

Welcome.

The Centre Secretary will have sent you the MeetingID and password 2 weeks prior to the AGM. Please note that Log on will be available from 2:15pm on the day.

Zoom instructions for Desktop and Laptop

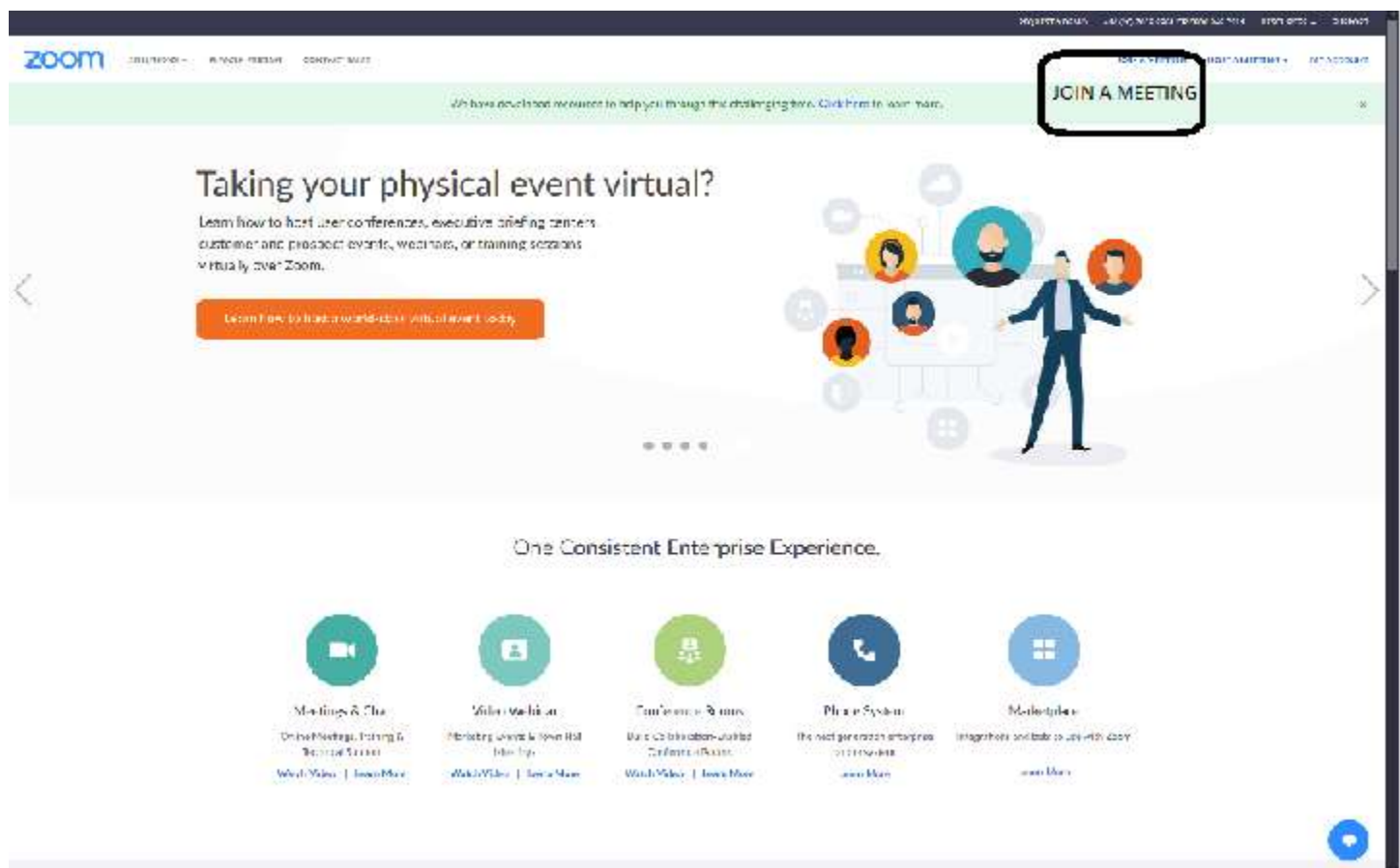
Open your browser and type into Google '**Zoom join a meeting**'

Click:

'Zoom.us

Zoom: Video Conferencing, Web Conferencing, Webinars ...'

Click on the **JOIN A MEETING** highlighted top right hand side (see below)



Enter the **MEETING ID** and click '**JOIN**'

Enter the **meeting password**

Waiting for host to start the meeting

when prompted click on: '**JOIN WITH AUDIO**'

when prompted click on: '**JOIN WITH VIDEO**'

Note:

On the bottom left hand corner of the screen there are 2 icons, **microphone** (to enable / mute audio) and **video** (to enable video). If there is a red line through the symbol you are muted or video is not active

some icons become hidden after a while. Simply move your mouse to make them visible again

You may see your name appear in a box, if so check the video image will have a red line through it . Click on this to start video

Maximise the screen to give full screen

On the top right hand right hand side icon should have a text saying either 'gallery view' or 'speaker view'. Select 'speaker view' (click on it to change).

When the meeting starts

The host will mute everyone to allow speakers to complete their report or question.

If you wish to speak please raise your hand and when ready you will be invited by the host to speak (you may need to un mute)