

## **Zoom Guidance Notes for the Dulwich Society Special General Meeting on Zoom at 8pm on 28<sup>th</sup> June 2021**

**Please join the meeting between 7.30pm and 8pm for registration. The meeting will start promptly at 8pm.**

**The meeting is not a public meeting and is for Society members only. Only Society Members can vote and only one vote is permitted per household.**

### **1) Why is the SGM being held on Zoom?**

The Society Executive Committee has called an SGM to consider two motions from a group of members. As the Covid 19 regulations continue to prohibit large meetings indoors, we have decided to hold a virtual SGM. The Charity Commission has advised that virtual AGMs or SGMs are acceptable in the current circumstances. Our AGM will be held near the anniversary date of the AGM 2020 in September when it is hoped we can meet in person at the Crown & Greyhound.

### **2) Do I need a Zoom account to join the meeting?**

No, a Zoom account is not required to join the SGM Meeting as a participant.

### **3) How do I join the Zoom meeting?**

You can join the meeting by clicking on the meeting link:

<https://zoom.us/j/94617810285> and adding the Passcode: 925544 when requested or going to [join.zoom.us](https://join.zoom.us) and entering the meeting ID and Passcode when requested.

**Meeting ID:** 946 1781 0285

**Passcode:** 925544

You will enter a waiting room and will be admitted after a short pause. Please ensure you have typed in your full name. You will not be admitted to the meeting unless you show your full name. This will then appear on your screen and will be checked by an administrator to confirm your eligibility to attend and vote.

### **4) What devices can I access Zoom on?**

You can use your computer, laptop, phone or mobile phone to access the SGM on Zoom. If accessing by phone we can provide numbers you can call (voice only and you would not be able to vote at the meeting) or you could participate fully via a browser or the Zoom app on a 'smart' mobile phone.

**5) Household participation in the SGM?**

Two or more participants in the same household can attend the Zoom SGM either using the same device or separate devices. You may get some interference if using a computer/laptop and a mobile phone in the same room. **Each household only has one vote in line with the Society Rules (Rule 3)**

**6) Who will manage the meeting?**

The meeting will be managed by the Chair who will progress the business of the meeting and a Host, who will admit participants, mute and unmute them, control screen sharing of documents and oversee the votes.

**7) What time should I join the meeting?**

We would like members to join the meeting from 7.30pm. Please do not leave it to the last minute as the meeting will start promptly at 8pm. You will be held in a virtual Waiting Room until your name has been checked and the Host is ready to admit you to the meeting.

**8) How do I make sure I can hear others and be heard?**

On most devices, you can join computer/device audio by clicking “Join Audio”, “Join with Computer Audio” or “Audio” to access the audio settings. There is a facility on Zoom to Test Audio so you can check how loud your microphone and speaker(s) are.

Most participants will be muted by the Host, unless speaking or asking a question, to minimise background distractions. You can unmute yourself if you have been called on to speak, by clicking the blue square on your screen that says “Unmute” or by toggling the Audio on/off icon button.

**9) Do I need a webcam to join the Zoom meeting?**

You are not required to have a webcam to join the Zoom meeting, but if you don't have a camera or if you choose to switch video off, you will not be seen by other participants. Your name/photo will appear on your screen. You will be able to listen and speak during the meeting and view the webcam video of other participants.

**10) Will I be able to see all the other participants?**

Yes, unless they are not using video. For some of the meeting, the main part of your screen will be taken up with Powerpoint slides. If you click on “Gallery View” in the top right hand corner of the screen, you will see a small picture of everyone, as well as the slide. As all the participants will not fit on one screen, you will need to click on the up or

down arrow to see all the participants. If you click on “Speaker View” you will have a large picture of the person speaking as well as the slide.

**11) How will you check who has attended?**

A list of attendees will be saved by the Host to assist the Minuting Secretary.

**12) Will the meeting be recorded?**

Yes, the SGM will be recorded (audio and video) to assist with minute-taking and record-keeping. If you prefer not to be visually recorded you should turn your video off. The recording will be stored securely and will only be available to Officers of the Society for the purposes of administering the SGM. The recording will be deleted when the Minutes have been transcribed and the vote validated. The recording will not be made available for viewing after the meeting.

**13) Will there be questions?**

Questions during the Agenda Questions sessions will require attendees to raise their hands or use the Zoom hand signal in the Participants List.

**14) What if I need additional assistance before the meeting?**

If you have any queries before the meeting, please email the Secretary at [secretary@dulwichsociety.com](mailto:secretary@dulwichsociety.com)