

This page explains how to set up your computer to attend the Documentary SIG AGM videoconference, and what to expect on the day.

We assume, by now, that everyone is familiar with Zoom, but if not, please scroll down to the second page.

Receiving your meeting details

Your meeting details are included in the email invite (sent separately). These details will include a link, a "meeting ID", and a password which you will need to access the meeting. **Please do not share these details with anyone.**

What to expect on 7 October

On the day of the AGM, you will be able to log into the meeting using the details provided. Please note the following:

- Only Members who registered prior to the meeting will be allowed to join, please ensure *your Zoom display name* will allow us to confirm you as a member
- The formal meeting start time is 1800.
- It will be possible to log in from 1745 and we ask you to **join the meeting as soon as possible after 1745** to give us time to ensure everyone is present and ready.
- **It will not be possible to join the AGM after 1800.** We will re-open access for the Engagement Talk at 1830.

When you log in:

- You enter a "waiting room". We will check your name and then admit you to the meeting. Your microphone will be muted.
- When you join the meeting, you may see a holding slide with some information on it.

Once the meeting starts:

- The holding slide will be taken down when the meeting starts at 1800.
- We will run through some basic housekeeping and technical points.
- You will be able to "raise your hand" and the Chair will invite you to speak. When asked to speak, we will allow you to unmute your microphone.
- Any motions put forward will be voted upon by "raise your hand" or by using voting functions in Zoom. This will be explained in the meeting.

Immediately after the AGM on 7 October, we will start our Engagement Talks. You can simply stay in the room for this, you do not need to leave and re-join that event.

For those not familiar with Zoom:

Set up: Two important steps

In order to take part in the videoconference you will need to do two things:

1. Install Zoom, configure and test. You need to be confident with the software **before the day of the meeting**.
2. Ensure your display name shows your full name in the Zoom software. Otherwise, **we will not be able to allow you to join the meeting**.

Please note:

- You will need to join the meeting using a desktop computer for the meeting functionality to work. All instructions below relate to desktop PC or Mac only.

1. Install and configure Zoom

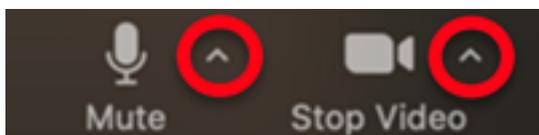
Please [click here](#) to visit the Zoom website, download and install the item "Zoom client for meetings" at the top of the page. For further help with this, please [visit the Zoom website](#).

If you already have Zoom installed, please check you have the latest version. ([More info](#))

Prepare for use

Once installed, you can now join a special test meeting to make sure Zoom is working and to familiarise yourself with some of the controls:

- Click this link to visit the Zoom test page: <https://zoom.us/test>.
- Click the blue "Join" button.
- You may be prompted to "allow" the Zoom software to open. This is fine.
- Follow the instructions. When asked choose "Join with video".
- You can test and adjust sound and video function with these buttons in the bottom left corner of the screen:



Now, whilst still in the test meeting, please familiarise yourself with an important piece of functionality:

- Click on the "Participants" button in the menu at the bottom of the screen:



- This will open a sidebar to the right where, on the day, you'll be able to see everyone present listed.
- Also on the menu bar is a 'Reactions' button, tap this to access 'Raise Hand'
- When you click this, a hand will appear by your name. On the day, you can use this to get the attention of the Chair, who will then invite you to speak.

2. Check your display name

We need to be able to identify and validate you as an RPS Member before we admit you to the meeting room. We will do this by checking your display name against the list of registered attendees.

The easiest way to check and change your display name is to do this in a Zoom test meeting:

- Click this link to visit the Zoom test page: <https://zoom.us/test> as detailed above.
- Click on the "Participants" button in the menu at the bottom of the screen.
- This will open a sidebar to the right where you'll be able to see your display name.
- If necessary, hover over your name and select the option, "more" and "rename".
- Change your name so we will recognise you.

Now, you are all set! You can leave the test meeting and close Zoom. It will be ready for the day of the meeting. ([You can learn more about test meetings here.](#))