

## **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 via Eventbrite). 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 1 December**

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, 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.**