

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.