

Information and Instructions for Participants in Virtual ACCF Membership Meeting

The Civic Federation will be conducting its Membership Meeting through June 2021 virtually, via the Zoom platform. Registration is required to participate for each meeting. After registering, you will receive a confirmation email containing information about joining the meeting.

Guidelines and instructions for the meeting are below.

Zoom can be accessed via phone or web browser (ie. Chrome, Safari, Firefox, etc) from a laptop, tablet, computer or other smart device. Each newsletter will contain the meeting registration link. More detailed information and FAQ's can be found at the [Zoom Help Center](#).

Joining the meeting

Meeting check-in begins at 6:00p, an hour before the meeting starts at 7:00p. We strongly encourage attendees to arrive *early*.

Each attendee will be admitted to the meeting individually. To expedite the check-in process, please display your first and last name and organization as your Zoom profile. Check-in is done manually and will take some time. We ask for your cooperation and patience. Phone participants will also be admitted individually. Be prepared to clearly articulate your name and your organization upon admittance. While meetings are open to all, this verification process ensures a ballot is emailed to delegates and/or voting alternates in attendance.

Meeting logistics and etiquette

- Attendees will be placed on mute unless unmuted by the meeting chair.
- When called upon, please say your name and organization before speaking.
- Screen sharing by attendees will be disabled.
- Chats will be monitored and can also be disabled. Offensive or disrespectful language may result in your removal.
- We conduct membership votes by email. Ballots will be sent to members in attendance once the meeting is adjourned.
- The results will be announced by email.
- During the meeting, there may be an opportunity for delegates, alternates, and those affiliated with Member Organizations to speak. If you wish to be recognized, there is a Zoom feature to 'raise your hand'. See instructions below:

How to raise your hand:

- If using a laptop or desktop computer, select the 'Participants' button on the bottom of the screen. This will open a list of participants. In the lower right-hand corner of the participants window, there are three dots ... Click there and choose 'Raise Hand' if you would like to speak when invited. The host will call your name and unmute your line.

- If using the Zoom Client on a smartphone or tablet, there are three dots in the lower right-hand Corner ... Click there, and you will see the option to Raise Hand. Click here if you would like to speak when invited. The host will call your name and unmute your line.

How to Chat:

- If using a laptop or desktop computer, select the 'Chat' button on the bottom of the screen. You may chat (via text) with another participant or send a message to everyone.
- If using the Zoom Client on a smartphone or tablet, there are three dots in the lower right-hand corner ... Click there, and you will see the option to Chat. You may chat with another participant or send a message to everyone.

Security Information:

We are implementing the following security protocols for meetings:

- Registration is required.
- A sign-in link and passcode will be emailed after registration.
- Each attendee will be admitted individually.
- Participant screen sharing will be disabled.
- All participants will be placed on mute unless unmuted by the host.
- The online connection is via 'https', which is an encrypted security protocol for communication over the web. This is the same protocol used to protect your information during online shopping.
- Membership Meetings are recorded and streamed “Live” on our Facebook page. Recordings can be accessed in the [Meeting Archives on the ACCF website](#).