



**138th Annual General Meeting, 10th August 2021 at 11:00am
held by Zoom Video call**

“AGM Registration, Procedures and Zoom Invitation links”

This document contains the following:

- (1) The AGM Registration process**
- (2) The Practice ZOOM video call Link for 9th August 2021**
- (3) The Official AGM ZOOM video call link for 10th August 2021**

(1) AGM REGISTRATION PROCESS

To register your attendance at the 138th JCS AGM please contact Emma by phone 07971 020817 or email emma@thejcs.uk

Registration details required:

- Name of individual/s representing the JCS Membership
- Your Email
- Prefix/es (as applicable)
- The email address registered with Zoom.
*(Only applicable if you have set up an account with Zoom.
Please note you do not need to set up a Zoom account to join a meeting)*
- Your Zoom Account name
*(Only applicable, If you have set up an account with Zoom.
Please note you do not need to set up a Zoom account to join a meeting)*

(2) ATTENDING the PRACTICE ZOOM VIDEO CALL on Monday 9th August between 12noon and 1.00pm

It is likely, due to Covid19, that many Members will have become more familiar with using the platform ZOOM, however, for those who may not be so familiar with Zoom or wish to participate, JCS are holding a **“Practice video call” on Monday 9th August at 12noon, for up to a period of 1 hour.**

To join the “Practice video call” click the below Zoom invitation link and read the “process for members” section below to help in preparation for the video call:

PRACTICE VIDEO CALL INVITATION LINK to be held on 9th August at 12noon:

<https://us02web.zoom.us/j/83678936626>

Enter the following passcode: **211147** then wait to be admitted to the session

*(Meeting ID: **836 7893 6626** (this should only be required if you have lost the above invitation link)*

Please contact Emma, in advance of 6th August to register your attendance at the above meeting or if you have any queries or problems. Emma can be contacted on **07971 020817** / emma@thejcs.uk

(3) ATTENDING the 138th JCS AGM on Tuesday 10th August at 11.00am

(a) The Zoom Invitation Video link for the 138th JCS Annual General Meeting:

138th JCS Annual General Meeting Zoom Invitation to be held on Tues 10th August at 11.00am

Click on the link here to join the JCS AGM: <https://us02web.zoom.us/j/83861213410>

Enter the following passcode when prompted: **544812**

(AGM Meeting ID: 838 6121 3410 - only required if you have lost the above invitation link)

(b) After clicking on the JCS AGM link above or from the JCS AGM link contained within the e-news about the AGM **please follow the below instructions:**

- A system dialog will prompt you to click : “Open Zoom Meetings”
(The prompt: pops up at the top of the screen and you click “Open Zoom Meetings”)
- Then enter the above passcode when prompted.
- Select “join with video”
- You will then be admitted to the Waiting Room: with an instruction saying “please wait as the Meeting Host will let you in soon”
- The Meeting Host (JCS) will then manually accept each member waiting in to the meeting

Please note, **upon entry to the Meeting all participants will be automatically muted** to minimise background noise and interference.

Please can we advise, that you do not ‘Unmute’ during the meeting unless it is to speak.

Please see below the following guidance on “how to participate in the meeting”.

(c) Setting your view on your screen for the meeting.

When you have joined the meeting, you can alter your view of the meeting.

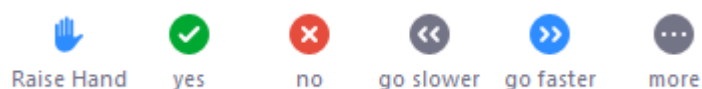
In the **top right-hand corner of your screen** you have the option to alternative between “**speaker view**” or gallery view, we suggest you may like to have your meeting view set to “Speaker View”, if you wish to see who is speaking as your main image. Gallery view allows you to see and scroll through everyone in the meeting.

(d) How to participate in the meeting:

Upon entry to the meeting all delegates will be set to “muted”, this is minimise background noise and to help the flow of the meeting.

On your ZOOM screen, select the icon called: **Participants**

This brings up a side menu, with the following menu options:



Please use these icons or raise your own hand in the meeting if you:

- **Wish to ask a question:**
Please raise your hand (or click the icon 'raise hand' and the host will then unmute you, a dialogue box will appear saying the "host would like to unmute you". You then need to press "unmute" in the same dialogue box to be able to speak.
- **Please note the Chair of the meeting will be specifically giving time for questions at the end of each item, so please can we ask that you only raise your hand when the Chair declares open for questions.**
- **To "Propose" or "Second" an item,** please click "raised hand" or raise you own hand (The first "raised hand" seen will be the will become the proposer, the same applies for the seconder)
- **For Voting:** Select "Yes / No" - Please allow time for counting. (Please note we may use the Poll facility if the latter is not clear.)
- **Missed a point:** Select "Go slower"

Technical Difficulties: Please be aware on the day of the AGM the Society will not be able to halt proceedings for those who may have any technical difficulties. The AGM will be recorded in full and minutes taken.

If you have any questions about your availability or how to set up for either the Practice video call or the official AGM video zoom call, please do not hesitate to contact Emma on 07971 020817.