



## OSBA ZOOM Meeting & Webinar Guidelines

To ensure our general meetings are delivered successfully in a virtual format, we have developed these Zoom Guidelines that we kindly ask all members to review. It is our intention to cover as much information as possible, present all mandatory agenda items, and answer any member questions; all while respecting the scheduled time allotment of 1.5 hours. Please join the meeting 5-10 minutes ahead of time to ensure we have a smooth and prompt start!

### Joining A Meeting/Webinar

**(NOTE: You do not need to have a Zoom account to join a meeting, but you will be prompted to either download or launch the Zoom client)**

- Using Invitation Link (highlighted in blue on the following page)
  - To join the webinar using a desktop computer, laptop, tablet, or mobile device - use the link provided in your confirmation email
- Joining The Webinar By Phone (highlighted in green on the following page)
  - Call in using the telephone number, webinar ID, and passcode from your confirmation email
  - Note: participating by phone will be audio only and you will not be able to see the presentation
- Manually Joining The Webinar (highlighted in pink on the following page)
  - Use the 9 digit Webinar ID from your confirmation email
  - Sign in to your Zoom Desktop Client or Mobile App
  - Click Join a Meeting; enter the 9 digit Webinar ID and click Join
  - If prompted, enter your name and email address, then click Join Webinar

## Meeting confirmation example:

You are invited to a Zoom webinar.

When: Oct 7, 2020 05:30 PM Mountain Time (US and Canada)

Topic: Annual General Meeting 2020

Please click the link below to join the webinar:

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

Passcode: XXXXXX

Or iPhone one-tap :

Canada: +16473744685,,92885981895#,,,,,0#,,741750# or  
+16475580588,,92885981895#,,,,,0#,,741750#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Canada: +1 647 374 4685 or +1 647 558 0588 or +1 778 907 2071 or +1 204 272 7920 or +1 438  
809 7799 or +1 587 328 1099

US: +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715  
8592 or +1 312 626 6799

Webinar ID: 928 8598 XXX

Passcode: XXXXXX

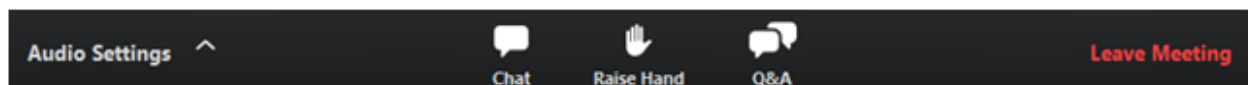
International numbers available: <https://zoom.us/u/aburYl3iDD>

## Audio/Video Settings

- When you join the meeting or webinar, your audio and/or video will automatically be muted. Only the meeting host and panelists will be speaking during the presentations and reporting. Please try to join on a computer or mobile device so you can follow our presentation on screen.

## Chat / Q & A

- Although members were invited to share questions ahead of time during registration, you are welcome to use the Q&A or chat at any point, and we will respond as quickly as possible
- By default, questions, responses, and chats will be visible to everyone in the meeting
- If we are unable to respond to a question submitted during the meeting, either due to lack of time, relevance to the agenda, or not having the information on hand, we will follow up with you as soon as possible



### **Voting**

- **Reminder: only one (1) vote is permitted per business and you must be a BIA member**
- **Invited guests, panelists, honorary board members, and OSBA staff are not permitted to vote**
- If more than 1 owner will be present, or multiple staff members; please establish who will have authority ahead of time, this should be the name indicated on your registration
- When it comes time to vote on a motion, the designated voter will respond to a poll that will be launched in the meeting
- Verbal instructions and prompts will be made throughout the meeting to remind you when and how to vote

### **Preparing For General Meetings**

- We ask that you review the agenda and other documents provided ahead of time
- Check your WIFI and battery power before the meeting and give yourself 10-15 minutes to login and join

### **Meeting Operations**

- The meeting will be:
  - Hosted by OSBA's Executive Director, Cherie Klassen
  - Chaired by Board Chair, Kris Armitage
- The meeting will be recorded and available by request if any members were not able to participate
- We ask that everyone participate with respect for all participants
  - Please keep chat and questions professional, and respect the opinions of others