



HELP DOCUMENT FOR JOINING CUPE 459 GENERAL MEETING

JOINING OUR MEETING (on October 24th, 2020)

There will be a notice for our general meeting sent out to all members with directions on how to join the General meeting. Responding to that email will add you to the list that we will send a link to for Saturdays Meeting. We will also send the agenda and any prepared reports required for participation in our meeting.

- Please indicate your department. Especially if you are in the Transportation Department (H&S Rep) or the Custodial Department (PRO D Rep) for voting (remotely) in the caucus/department election you need to ensure that you tell us so we can add you to the breakout rooms for voting/selection purposes.
- Please indicate if you need some accessibility assistance or visual interpretation for this meeting.
- Please mute yourself upon entry into the meeting and ensure that your name is accurate so we can match your name to the membership list.
- Please have patience as we are relatively new at this. We want to have an inclusive safe meeting environment. Thank you for your understanding.

By Computer/Mobile App: If you have access to a desktop, laptop, or another mobile device, please download the **Zoom App** from the Zoom Download Center [prior to our meeting.](#)

By Phone: If you will be dialing into a meeting from a landline or mobile phone (without video conference capabilities), dial the teleconferencing number provided in the email invitation. Enter the meeting ID number when prompted using your dial pad.

NOTE: If you dial into the Zoom meeting instead of logging in, you will not be able to vote. The polling function only works for those who join the meeting by internet.

- Should you require assistance or are having a hard time logging on, please contact **DMITRIJS DJABKINS @ (250) 507 – 3773.**

QUESTIONS/COMMENTS

For online users, one can **use the 'raise hand'** function to bring forward questions. Once the moderator adds you to the speakers list, they will 'lower your hand'.

The Chair of the meeting will occasionally pause and request questions/comments from those using zooming in and using phones to dial in.

If raising a question, please state your name first, and wait until you are identified to speak.

The chat function will also be moderated for questions as well.

Thank you so much. We look forward to seeing you.