CUPE459 HELP DOCUMENT FOR JOINING CUPE 459 GENERAL MEETING

JOINING OUR MEETING (December 12th, 2020)

By now you will have received a link to for Saturday's Meeting in your District email. We will be sending you the agenda and any prepared materials required for participation in our meeting, the day before.

> Once you log into the meeting, the Sergeant at Arms will let you in to the meeting by verifying your name against the District Seniority lists.

- Please rename yourself, if required and indicate your department. The moderator will help you with this.
- Please indicate if you need some accessibility assistance or visual interpretation for this meeting. We will do our best to address any needs as they arise.
- 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.