



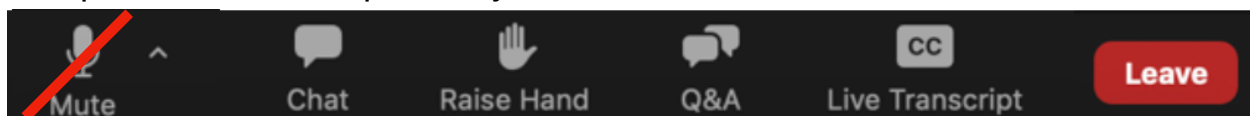
Dear Delegates,

We want you to feel comfortable using the online Zoom webinar format for the 2021 LWWVIL Convention plenary sessions. This is when the business of convention will take place, so we want to be sure your voice is heard. These sessions will look different than the Q & A meetings.

We have chosen specific ways to use the Zoom features that may be different than you have used before. So, here are a few tips and descriptions to help you. If you need more clarification, please contact convention@lwwvil.org or, for emergency, text or call Rosemary Heilemann at (847) 712-1227.

Since the plenary is in a webinar format, you will see the panelists and hosts, but you will not see or hear the other delegates. (There will be an opportunity to be “unmuted” if you are one of the “pro” or “con” speakers on contested motions: more about this later.)

This tip sheet was created using screen shots from one person’s computer. It is possible your computer will have a different appearance. For example, the controls may be at the top instead of the bottom. Hover your cursor around your screen to find the features. The bottom of your computer screen will probably look like this.



Your “Mute” icon will have a line through it when you are muted.

The “Chat” box is only for emergency, parliamentary motions like “Point of Order.”

The “Raise Hand” icon will be used for just a few procedural votes.

The Q & A will be used for “Questions” and for “Debate,” pro/con.

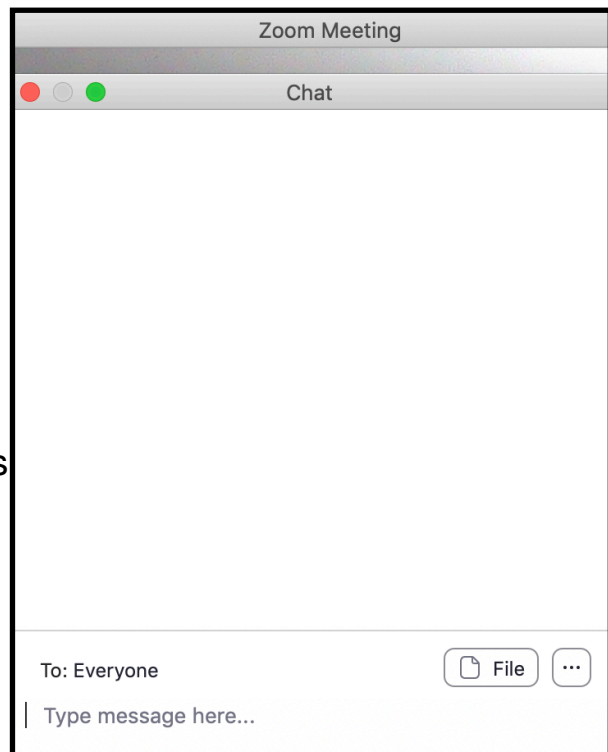
The “Live Transcript” allows you to view captions as subtitles.

1. The “Mute” icon.

All delegates will be muted and you will see a line through the “Mute” icon. If you get picked to speak during “pro” and “con” time, a message will pop up on your screen, asking you to unmute. When you get that message, you have permission to unmute yourself. Click on the “Mute” icon and the line should disappear. Then, wait until they ask you to speak. When your time is up, the host will mute you.

2. The “Chat” icon

You may have been in meetings where people used the chat box freely for sidebar conversations. This ability will be turned off. When you click on the “Chat” icon, you will only be able to send a message to the hosts, co-hosts, and panelists. They will all see your message at the same time. Any one of them, conversely, does have the ability to respond to you individually, with a “direct message.” Or, any one of them can respond to “Everyone” with a general message. For the plenary sessions, the “Chat” may only be used for certain “red flag” parliamentary messages: “Point of Order” (the Chair has made a mistake in Parliamentary Procedure), “Point of Personal Privilege” (The speaker should speak louder), “Point of Parliamentary Inquiry” (Is this a majority or $\frac{2}{3}$ vote?), *etc.* Here is an image of a “chat box.” You type your sentence on the bottom where it reads “Type message here.” Then, hit your “enter” or “return” key on your computer. You can close the box by clicking on the red dot. If you get a response, you will see a notice above the “chat’ icon. You can click and read it.



3. The “Raise Hand” icon

When you click on the “Raise Hand” icon, the hosts will see a hand next to your name on a list of participants that they can all see. We will only be using that icon for a very few simple votes. No one will answer you, individually, if you raise your hand. When those few votes do occur, you may be asked to “lower your hand,” afterward. Just click on the same icon to do that.

4. The “Q & A” icon



→ For Questions:

You may click on the Q & A icon to submit a question during time periods set aside for questions. No one will answer your questions at any time other than these specific times. After a presentation, a speaker will ask, “Are there any questions?” Then, you type in the full word **“Question” and your local League name** and type your question and hit “enter” or “return” on your keyboard. The hosts will see your name when you submit your question. You might get a direct answer to your question, so click on the Q & A box periodically to see if you were answered directly. Or, the panelists may answer your question live for the entire assembly. You will not see other people’s questions. You can close the box by clicking on the red dot on the top.

→ For Debate/Discussion:

When the Chair says that “Pros and Cons will now be entertained” on a motion, you may click on the Q & A icon and enter the word **“Pro” or “Con” and your local League name.** The hosts and panelists will see your name when you do this. They will alternate one “pro” speaker, one “con” speaker. If you are chosen as one of the speakers, you will get a message: **“The Host has asked you to unmute.”** At this time, click on your “Mute” icon and the red line should disappear. Wait until they tell you to start. Begin like this: **“My Name is _____ from the LWV of _____ and I (support) (oppose) this motion because _____”** When your time is up, you will be muted again by the host.

5. Polls for voting on motions

Attendees are now viewing questions 0 of 0 (0%) voted

1. Do you generally like dogs?

Yes

No

abstain

2. Do you currently own a dog?

Yes

No

Abstain

3. Have you owned a dog in the past?

Yes

No

Abstain

4. Do you plan to get a (or another) dog in the future?

Yes

No

Abstain

submit

Most of the votes on motions will be done with polls. After the debate for a motion, the host will launch a poll that looks like this.

For some polls there will be only one motion. But some of the bylaws polls will have several questions. You will have to put your cursor on the poll to move it up to see the bottom questions. You may see one of those scrolling bars along the

side. Scroll down and answer all the questions by clicking on your answers and then click on the “submit” box on the bottom.

You must answer all the questions in order to submit.

You must click on “submit” for your vote to count.

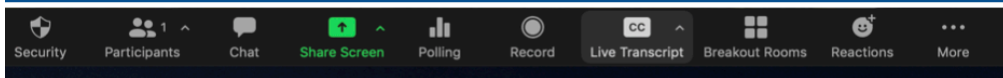
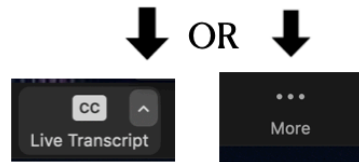
The Chair will then show the results of the poll votes.

The votes will be anonymous.

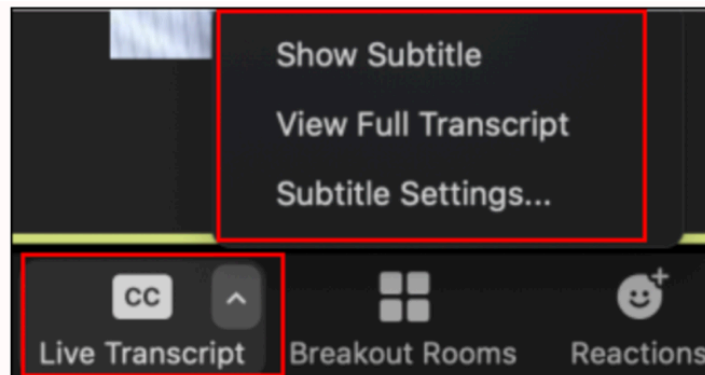
6. “Closed Captioning” or “Live Transcript” or “Subtitles”

Instructions for Viewing Subtitles on Zoom

“Live Transcript” has been turned on.
Look at your options bar.



Click on **Live Transcript** or **More** and choose **Show Subtitle**.



If you do not want to see the subtitles, click on “Hide Subtitles”

