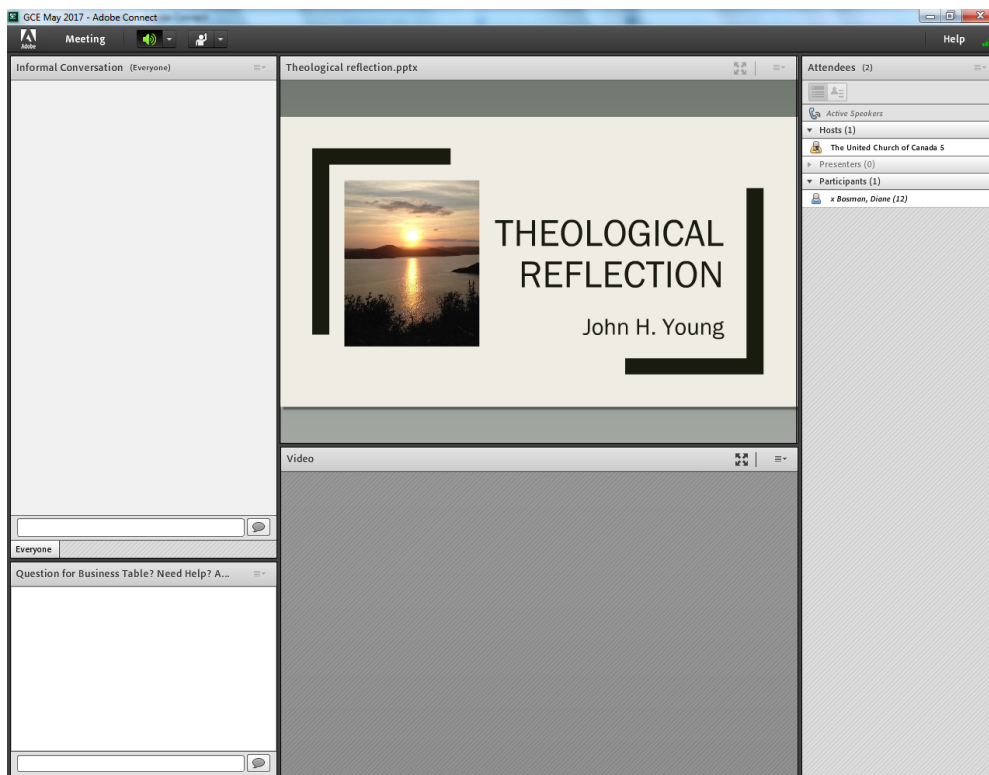


## ADOBE CONNECT TIP SHEET

The online meetings of the Executive and accompanying webinars will be conducted through the videoconferencing system Adobe Connect. Below are some quick tips to help you to fully participate.

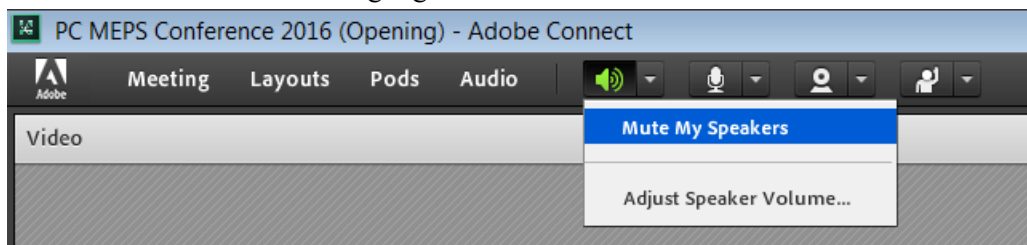
### Joining the Meeting with Adobe Connect

- To join the meeting click on the personalized link that was sent you by email (or copy and paste it into your browser). Because your link is personalized you will be automatically logged into the meeting. Please do not share your log-in information.
- Once you are in the meeting space, you will see several elements, which will change depending on the agenda item.
- On the right hand side of the screen is an attendee pod. You will see your name here, along with everyone else who is logged in. During the meeting the list is quite long. Your table group number is after your name. If you are a non-voting member there will be an x in front of your name.



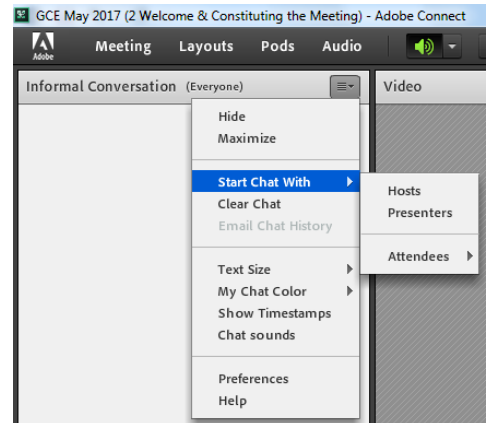
### Audio for the Meeting

- Please consult your email for details on calling into the meeting.
- To avoid white noise and feedback during our call, please mute your speakers within the Adobe room by clicking on the speaker in the menu bar and selecting “Mute my Speakers”. Your speakers are muted when the icon is no longer green.



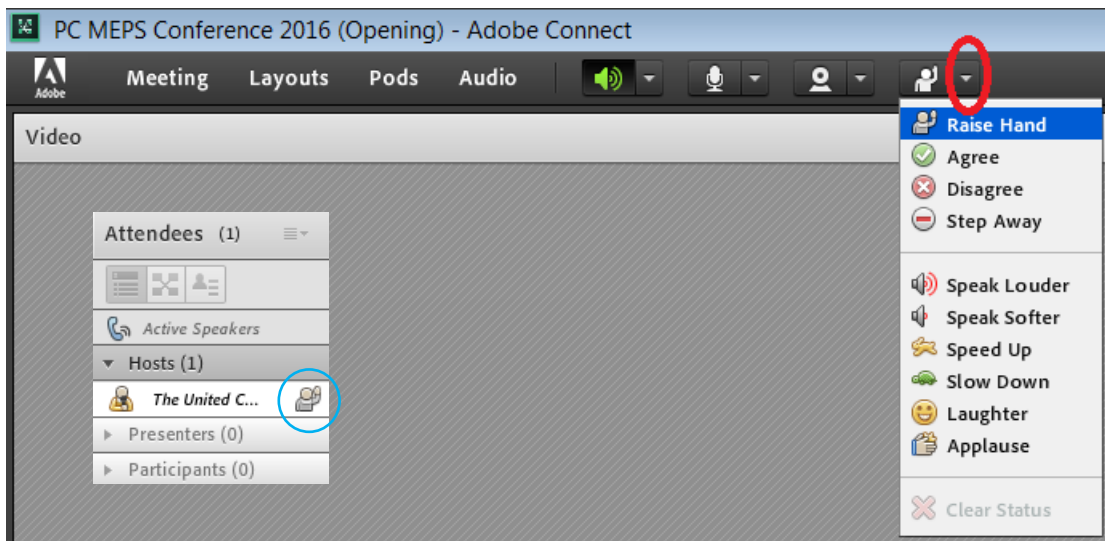
**Chat Pod (also titled: Informal Conversation or Flipchart)**

- To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon.
- At various times, the chat pods will be used to gather feedback from everyone or from table groups. Your table group will designate one person to submit on the table’s behalf.
- You can also send messages to a specific attendee or group within the meeting. To do this, use the attendee’s pod and hover over the name of the person you’d like to chat with. Select “Start Private Chat”. Alternatively, you can use the Pod Options menu in the top right hand corner of the Chat Pod to select an individual or group by clicking “Start Chat With.” Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat.



**Asking a Question**

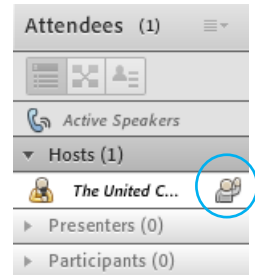
- If you have a question during the meeting or wish to speak to a proposal, please raise your hand in the Adobe Connect room. To do so, click on the down arrow beside the person icon (circled in red below) and click on the “Raise Hand” option. A small icon will appear beside your name in the attendee pod (blue circle). Staff will unmute your telephone line so you may ask your question.



- If more than one person at a time has a question, they will be asked in the order in which hands were raised. Once your question is asked, you can lower your hand by clicking “Lower Hand” in the same menu, or your hand will be lowered by staff.

**Moving a Proposal**

- When it is time to move a motion, the Moderator will call for a mover and seconder. At this point, if you would like to move the motion, please choose the “Raise Hand” option. The first and second person to ‘raise their hand’ will be the mover and seconder.



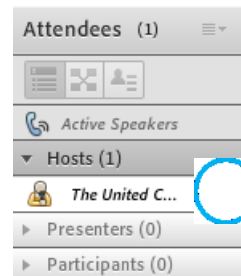
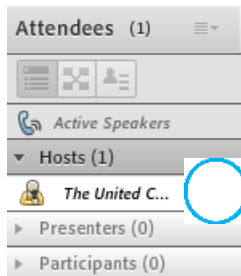
**Voting on a Proposal**

- Clicking on the same down arrow will give you the voting options for proposals. Please choose either the green “Agree” button, or the red “Disagree” button to vote. Circled in blue is how your vote will show on Adobe Connect:

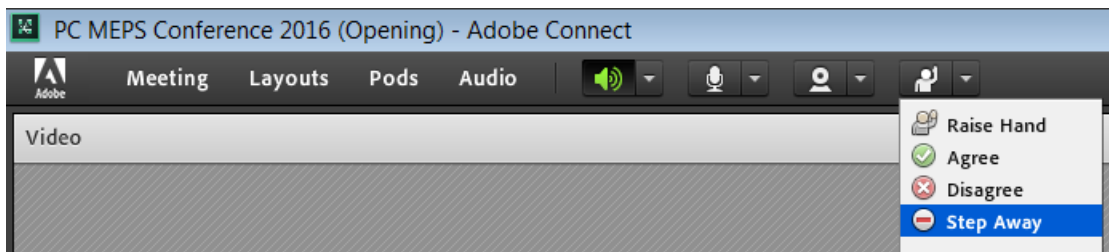
**Agree with the proposal**

**OR**

**Disagree with the proposal**



- Staff will clear everyone’s status once the vote is complete.
- If you wish to abstain from the vote, please choose the “Step Away” option. Please note, **staff cannot clear a “step away” status**, so you must remove it yourself after the voting is complete.



**Help/Business Table**

- A pod has been set up to enable you to send a message to the Business Table or if you require technical assistance. As with the regular Chat (Informal Conversation / Flipchart) pod, simply type your message in the chat pod and hit enter or click the send icon. Staff will respond as quickly as possible within the flow of the meeting.

**Closing and Evaluation**

- Once the call has adjourned, please stay on Adobe Connect to complete a brief evaluation of the meeting.
- A survey monkey evaluation will also be sent to members to complete.