JOINING INSTRUCTIONS FOR KCACR AGM
by Zoom Webinar at
11 am on Saturday 11th July 2020

Pre-Registration must be achieved by 11 am on Friday 10th July 2020 (i.e. 24 hours in advance)

You can register anytime now by clicking the following link:
https://VMware.zoom.us/webinar/register/WN_YkQ9zSNHTbiLFsgfluvPmw

(Note: If you are a telephone-only user who wants to dial in to listen to the meeting and don't have access to a computer to register online, please either ask a friend who does to register for you, or get someone to email Doug Davis on doug_kcacr@outlook.com who will register on your behalf & provide you with the dial-in number and password – please provide the phone number you will be dialling in from)

Fill in the form with your details (boxes marked with a red asterisk are mandatory).
For those listening to the meeting by telephone, please add (in the box provided)
the number of the telephone you will be using to listen to the meeting.
Unfortunately, telephone listeners will not be able to vote or speak during the meeting.

More than one member sharing a device? – ***Note that one device will enable only one vote***.
If more than one member in your household wishes to vote, each person will need to register and attend themselves on a separate device to have a vote each.

Once you have filled out the appropriate boxes, click the 'Register' button.
Joining Instructions and an email with a personalised link will then be sent to you.
PLEASE KEEP YOUR PERSONALISED LINK SAFE! You will need to click on your personalised link to join the KCACR AGM Zoom Webinar at 11 am on 11th July 2020.

Technical advice - Basic Connectivity and known Limitations

The best way to make sure your device is ready for the AGM is to get Zoom installed and tested beforehand.

For PC/Mac

There are 2 ways to get Zoom installed:

(1) Go to https://zoom.us/test and click on **Join**. This will connect you to a test Zoom meeting, and if you haven't already got Zoom installed it will prompt you to do so;
OR
(2) Go to https://zoom.us/download, download the **Zoom Client for Meetings** and follow the installation instructions.

A small number of Windows 10 users may be running 'S Mode'. If you are, you won't be able to install Zoom unless you disable it. To check if you are using S Mode, go to **Settings > System > About** and then scroll down to the **Windows Specifications** section:
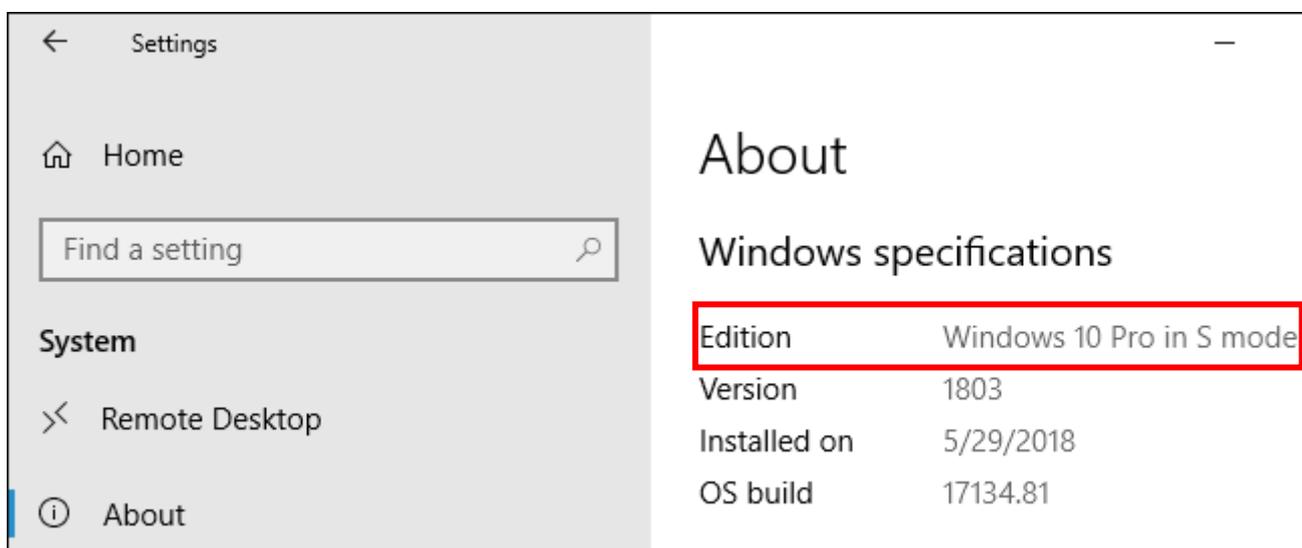
Disabling S Mode is one-way, and you cannot re-enable it – do so at your own risk. For more information on S Mode and instructions on how to disable it if you wish, please go to https://support.microsoft.com/en-gb/help/4020089/windows-10-in-s-mode-faq.

If you don't want to disable S Mode, you may be able to join using only your browser (Google Chrome, Firefox, Microsoft Edge) or failing that you can dial-in on the phone.

For Apple iPad/iPhone

Click on the logo below to download the **Zoom Cloud Meetings** app from the App Store:

Or just search for **Zoom Cloud Meetings** in the App Store on your tablet/phone and install.

For Android tablets/phones (e.g. Samsung, Huawei)

Click on the logo below to download the **Zoom Cloud Meetings** app from the Play Store:

Or just search for **Zoom Cloud Meetings** in the Play Store on your tablet/phone and install.

Once you have Zoom installed, you can test it works OK by going to https://zoom.us/test and clicking on **Join**.

On AGM day

There are two ways to connect to the AGM:

(1) via the Zoom software & link on any PC, Mac, tablet, iPad or Smartphone
    OR
(2) via mobile phone/landline audio call (which will allow you to listen only – no voting option can be provided)

If you haven't used or installed Zoom before (or followed the instructions above to install it), in 99% of cases it will be automatically installed for you when you click on your personalised meeting link. If for any reason this doesn't happen, you can follow the instructions above to download the software manually.

If you are unable to install the Zoom software, don't want to for any reason and just want to join using your browser (Google Chrome, Firefox, Microsoft Edge), this may or may not be possible. This is a Zoom restriction which cannot be circumvented, so if this doesn't work for you please dial-in using the phone only option.

JOIN ON SATURDAY 11ᵗʰ July 2020 from 10:45 a.m. to be ready for the meeting to start at 11 a.m.

Click on the Personalised Link or Telephone number sent by email following registration.
The email will look something like the following – PLEASE KEEP IT SAFE!

Hi Doug Davis,

Thank you for registering for "KCACR Annual General Meeting 2020".

Please submit any questions to: douglasdavis@vmware.com

Date Time: Jul 11, 2020 11:00 AM London

Join from a PC, Mac, iPad, iPhone or Android device:
 Click Here to Join
 Note: This link should not be shared with others; it is unique to you.
 Password: 278858
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Or iPhone one-tap :
 United Kingdom: +442034815237,,92545914461# or +442034815240,,92545914461#

Or Telephone:
 Dial(for higher quality, dial a number based on your current location):
 United Kingdom: +44 203 481 5237 or +44 203 481 5240 or +44 208 080 6591 or +44 208 080 6592 or +44 330 088 5830 or +44 131 460 1196
 Webinar ID: 925 4591 4461
 Password: 278858
 International numbers available: https://VMware.zoom.us/u/aOMdDu2et

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Note #1: If you are joining the meeting from an iPad/iPhone, you may be prompted to enter the Meeting ID and password when clicking on your personalised link. If this happens, the details are:

Meeting ID: 925 4591 4461

Meeting Password: 278858

Note #2: If you are dialling in to the meeting from a mobile phone or landline, you don't need to enter the +44 country code as listed in your registration email – just put a '0' in front of the main number. On the phone you may also be asked for the Meeting ID and Password, these are shown above.

After you have clicked the link, if prompted to do so, allow the Zoom App to install or open. Just follow any instructions given.
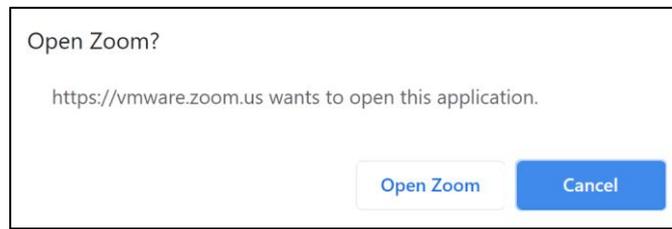
Once you have joined the meeting you will see either a waiting screen or the video feeds of the Officers known as panellists.

<u>Your</u> video and microphone will be off, unless the host changes this for you.

WAYS TO PARTICIPATE IN THE MEETING

When you are in the meeting, you can communicate with the Host via the key controls which can be found at the bottom on the screen. On a mobile phone and possibly on a tablet device you will need to tap the screen to see these controls:
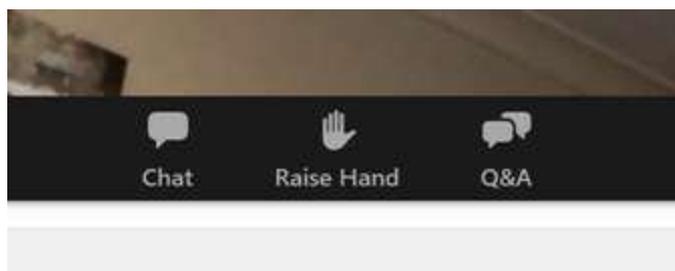
Chat: Although this feature will be visible, it will be disabled during the meeting itself. However, it will be enabled during the breakout sessions and virtual pub, after the meeting has closed.

Raise Hand: If you press this button, the hosts and panellists will see that you have raised your hand. This function may be used at times during the meeting which will be advised at the time. You can also raise your hand if you wish to address the meeting which will be at the Chair's discretion. See later section.

Q&A: You can send a question to the meeting which will be visible to the panellists and hosts. Click the Q&A button, type your question and click send. Other meeting attenders will not know of your question until it is addressed by a panellist. **Questions will be moderated and may be answered verbally or in written form by the panellists.**

VOTING

Items which require a vote will be handled via the webinar's polling system. Telephone listeners will be unable to vote due to limitations of telephone technology.

Voting proposals will be announced by the Chairman at various points in the Agenda and a Voting Box will appear on your screen. WITHIN 30 SECONDS of the voting box appearing on your screen, you should select one option and submit your vote.
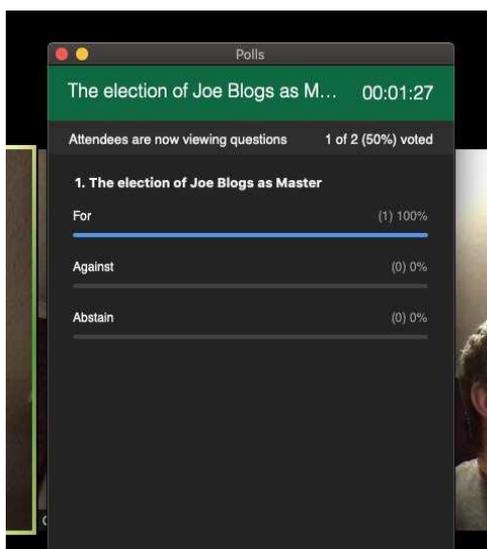
The results of each vote will be displayed on screen and announced verbally at the end of each poll.

ADDRESSING THE MEETING VERBALLY

If you are invited by the Chair to contribute to the meeting, one of the hosts will unmute your microphone and offer you the opportunity to enable your video. You will then be able to address all present.

The Panellists

Phil Barnes – Chairman
Sue Bassett – Hon. General Secretary
Maureen Poole – Hon. Treasurer

The Hosts (moderators)

Doug Davis
Mark Elvers

CHANGING WHAT YOU SEE

By default, when you are viewing the meeting in Zoom, you will see the slides that guide you through the agenda as the 'main' item on screen. As a result, this will be the largest item in view. If you prefer (or perhaps need) to see those who are talking rather than the slides, or make things a bit more even in size, you can do this by enabling 'side-by-side' mode. Unfortunately, this is only available on PC or Mac, not on tablets or phones. To enable this:

1. While viewing a shared screen click on View Options and choose Side-by-side Mode:
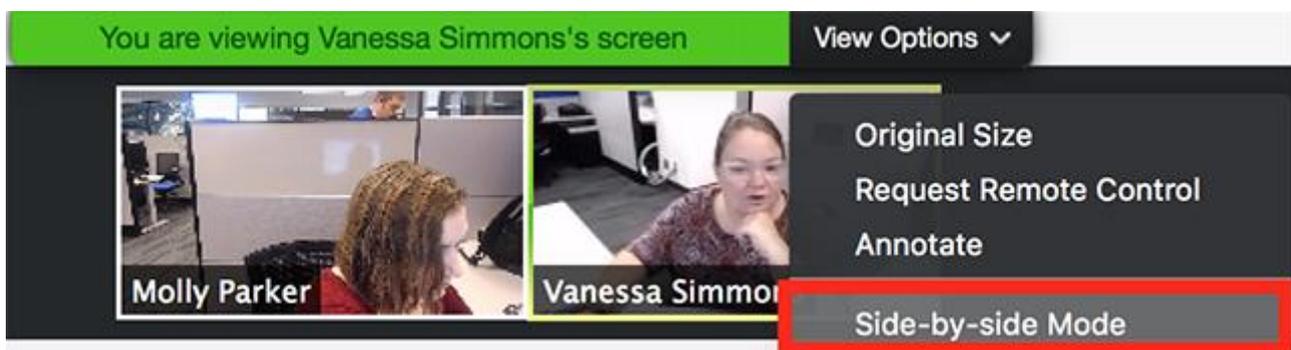
   The shared screen will appear on the left and the speaker will appear on the right.

2. Hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views:
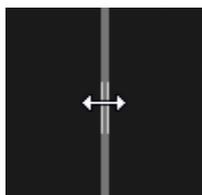
   Click and drag the separator to adjust the size of each view.

AFTER THE MEETING

Following the AGM, there will be four different Zoom sessions that you can choose to attend:-

1. **The Invicta Arms (Virtual Pub)** – See and discuss ringing issues with other members from the comfort of your own home, over your own lunchtime refreshments from **13:00hrs**. Everyone's videos and microphones will be switched on. Registration is not required. Use this link to join:-

   https://vmware.zoom.us/j/94199174410?pwd=Ky96NzhpczJ6c0ZOdHAzdEEwbjNFZz09

Breakout Sessions

The following 2 breakout sessions will be running at the same time, from **14:00hrs**. To allow us to have an idea of the number of attendees and put people into the right breakout room, you will need to register and answer the questions at the following link:

   https://vmware.zoom.us/meeting/register/tJEudOirpzIjHtZOfx-0uklKpld93_SaUOVc

You can register any time from now. As with the AGM, you will receive and registration confirmation email and you will need to use your personal link to join. The 2 sessions available are as follows:

2. **Charitable Incorporated Organisation** is the subject of a Zoom session hosted by David Grimwood. Discuss the benefits of enabling the KCACR as a whole to become a Charity, instead of just the Bell Restoration Fund. Everyone's videos and microphones can be switched on.

3. **Introduction to Ringing Room** will be hosted by Tom Hinks. Ask questions and discuss with Tom how to engage with Ringing Room (https://ringingroom.com), the online virtual ringing platform that allows us to 'ring' whilst we are unable to use real bells. Everyone's videos and microphones can be switched on.

Evening Entertainment

4. **A Quiz Night** will be hosted by Doug Davis at **19:30hrs**. Similar to the first Quiz Night organised by the Chairman, everyone's videos and microphones will be switched off, but the Chat facility will be enabled. If you would like to attend, please register at the following link so we have an idea of numbers:

   https://VMware.zoom.us/webinar/register/WN_sAuS4U91SQ-plWfK-m6kPg

   You are welcome to join as a team or individually – the only prize is the right to brag that you're the smartest person (or team) in the County 😊. All in good fun, plus you can chat away to your ringing friends in the chat window.