

# Online AGM Guidance

We recommend you use a PC or Laptop to view the AGM. If you wish to access the meeting using your phone or tablet you will need to download the Zoom app beforehand. If you have used Zoom before you may need to [update the software](#) to be able to access the functions described below.

Getting the app or client software to work on the first attempt may take a few minutes. To avoid any issues with your technology in advance of the AGM then we recommend you review the following Guides:

## Downloading the Zoom client

You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [Linux](#), and [ChromeOS](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#), from our Downloads page.

## Starting a test meeting

You can [join a test Zoom meeting](#) to familiarize yourself with Zoom and test your microphone/speakers before joining a Zoom meeting. Visit [zoom.us/test](https://zoom.us/test) and click **Join**.

If you wish to know more about using Zoom please refer to their [Guidance](#).

If you are still unsure of using Zoom after reviewing the above then you are welcome to book a test meeting with Jason Brewster; email [jb.bookings.nuac@gmail.com](mailto:jb.bookings.nuac@gmail.com) to arrange a date & time.

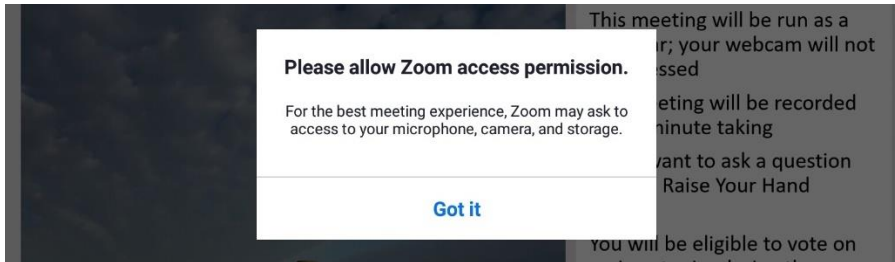
The AGM will be recorded to aid minute taking; we promise it won't go viral as per Handforth Parish Council 😊

## Join the Meeting

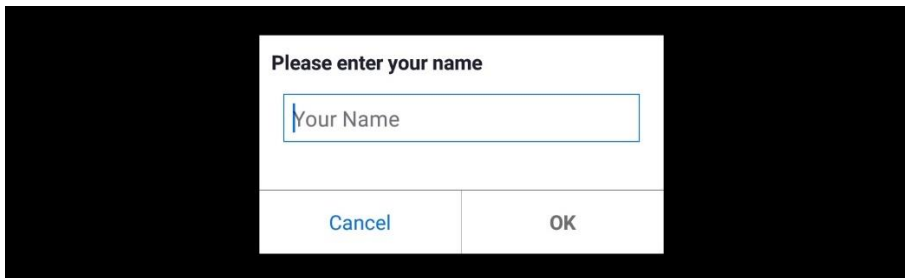
For the AGM itself please join the meeting 5-10 minutes BEFORE the required start time.

You will be held in a “Waiting Room” until the AGM starts.

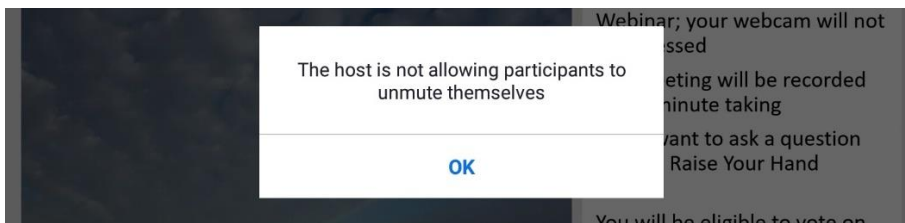
You will be prompted to grant Zoom access to the microphone & webcam when you join the meeting. As this meeting will be run as a Webinar, your webcam will not be enabled when you join the meeting.



You will be prompted to enter your name when you join the meeting, please use your full name as printed on your NUAC Membership card.

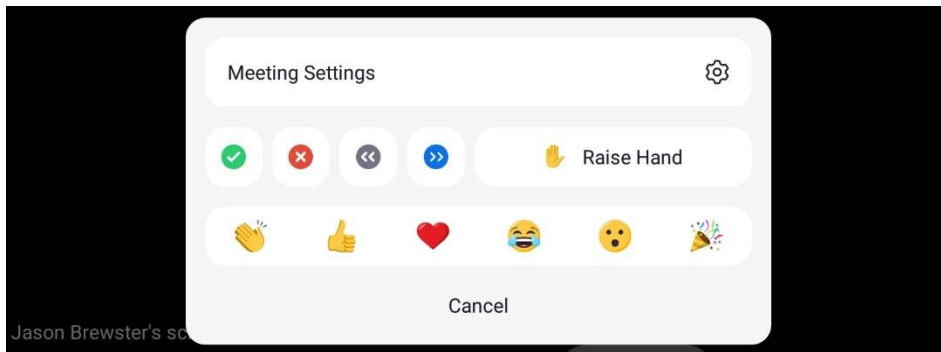


All participants will be on mute during the meeting.

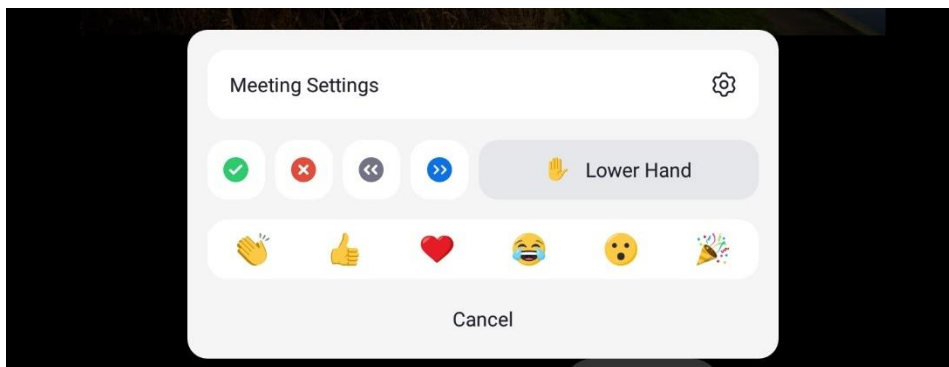


## Ask a Question

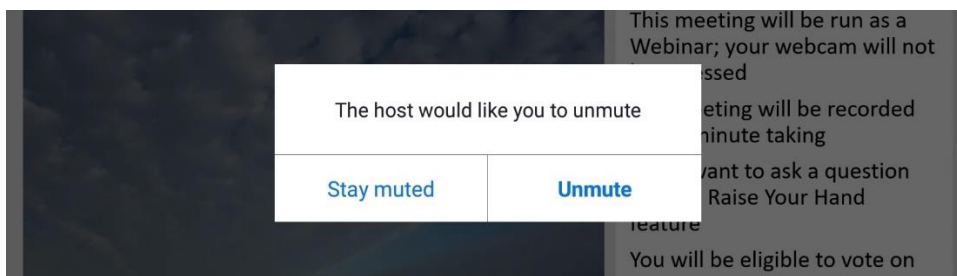
If you wish to ask a question then go to **Reactions** at the bottom of the meeting window (via **More** option on phone/tablet) and select the **Raise Hand** option



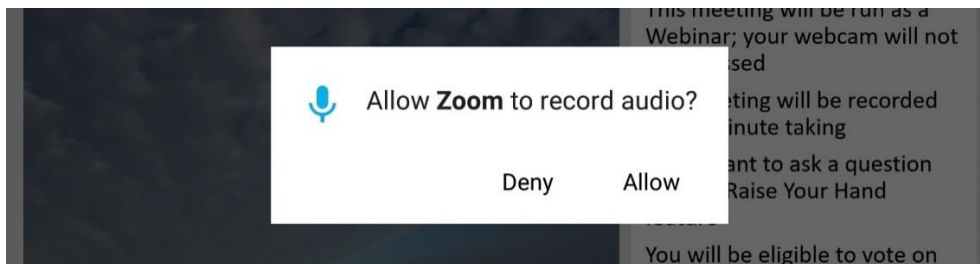
(of course you can **Lower Hand** via the same menu)



The Host of the meeting will request you to unmute so that you can ask your question



As the meeting is being recorded you will be prompted to allow your input to the meeting to be recorded



## Cast Your Vote

As a current member of NUAC you will be eligible to vote on various topics during the meeting. You can choose to **Skip Poll** or select an Answer and **Submit** your response.

Skip Poll

2018-19 AGM Minutes

Please indicate whether the Minutes (and agreed changes) are an accurate reflection of the AGM held on Tuesday 14th May 2019

Accept

Abstain

Submit

Each Poll result will be displayed

Close

2018-19 AGM Minutes

1. Please indicate whether the Minutes (and agreed changes) are an accurate reflection of the AGM held on Tuesday 14th May 2019

Accept

100%

Abstain

0%