

Tech Specs

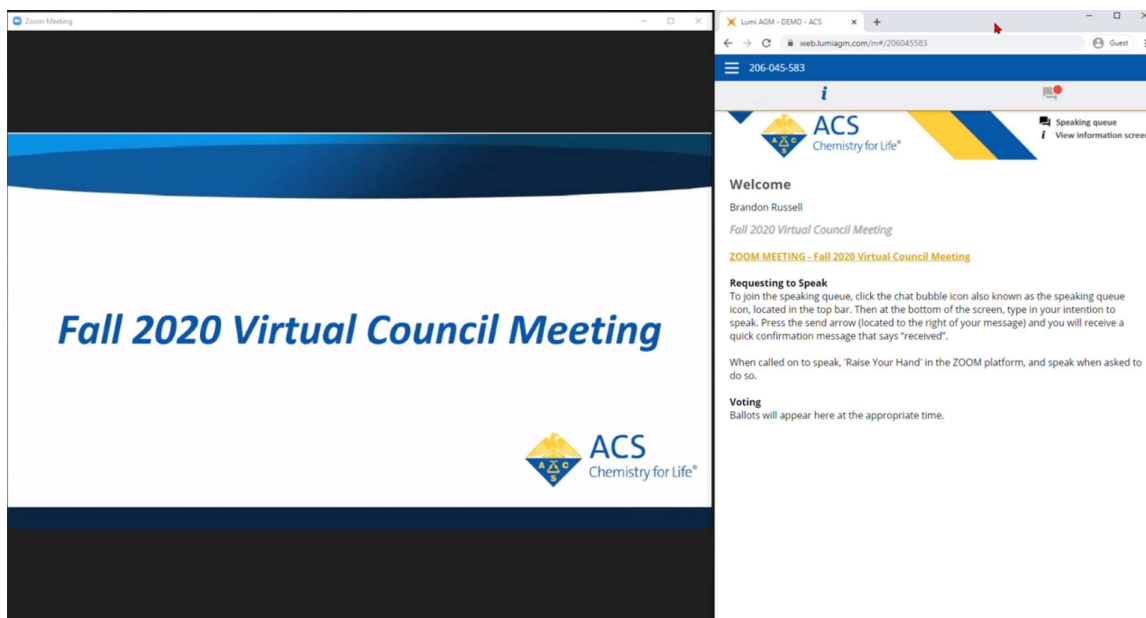
Instruction Sheet for Voting Members of the Virtual Council Meeting

This instruction sheet is provided to help Councilors navigate the virtual Council meeting. Information such as understanding how to use and log into platforms, how to join the speaking queue and what to do if you are having technical problems, are included. We advise reading this instruction sheet prior to attendance at the virtual Council meeting and prior to the mock meetings we are holding in advance of the actual Council meeting. Keep it available during the virtual meeting for reference, as well.

Your Two Platforms

You will use two platforms to participate in the meeting. Both the Lumi Platform and Zoom meeting will be open on your computer in two different windows.

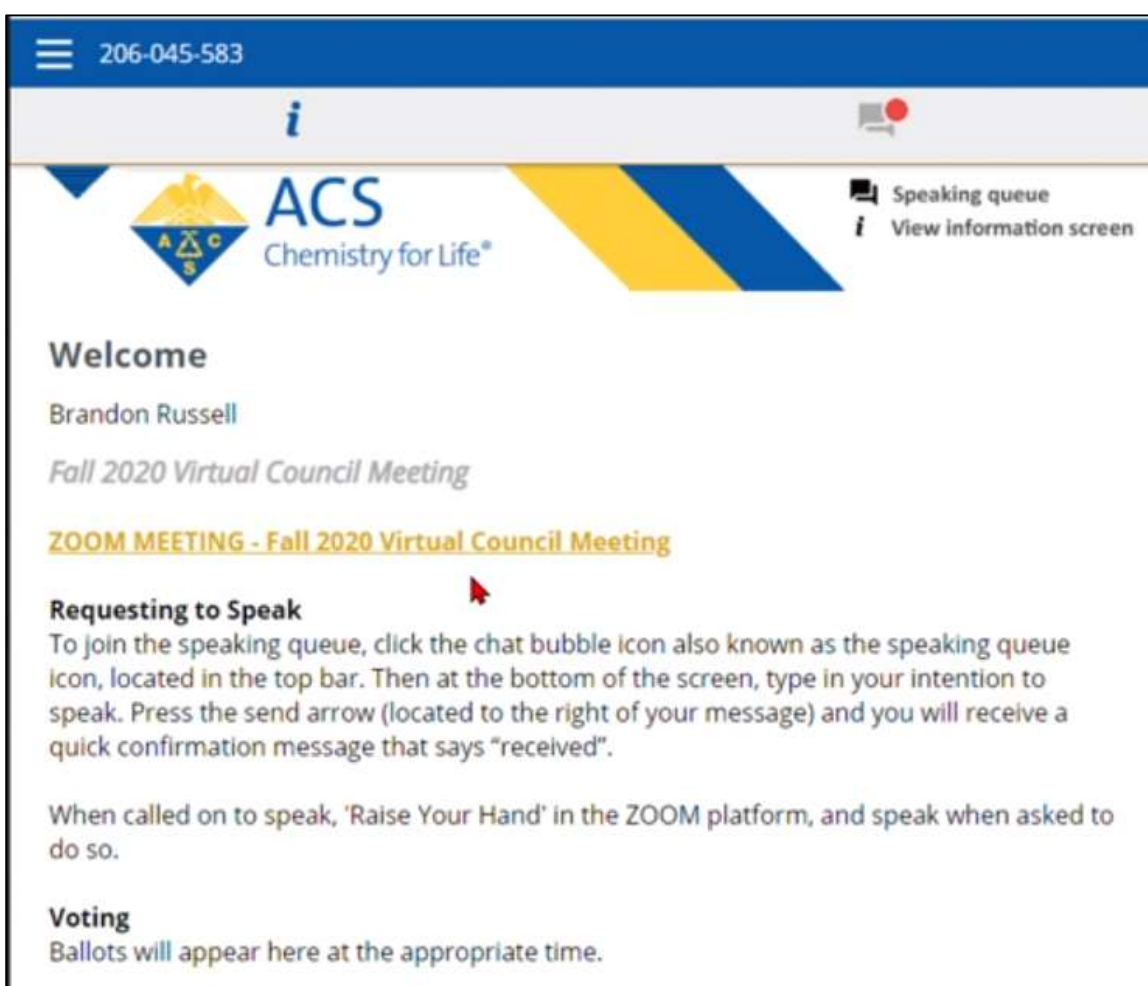
Lumi Platform	Zoom
Use for: <ul style="list-style-type: none"> • Voting on elections and motions • Entering the speaking queue. (A key to the speaking queue terms you must use will be found on the information page of the Lumi platform.) 	Use for: <ul style="list-style-type: none"> • Viewing meeting proceedings • Raising your hand to speak <i>after being called on by the Chair</i> • Enabling audio and video to participate in the discussion, <i>after being called on by the Chair</i>



Your Logins

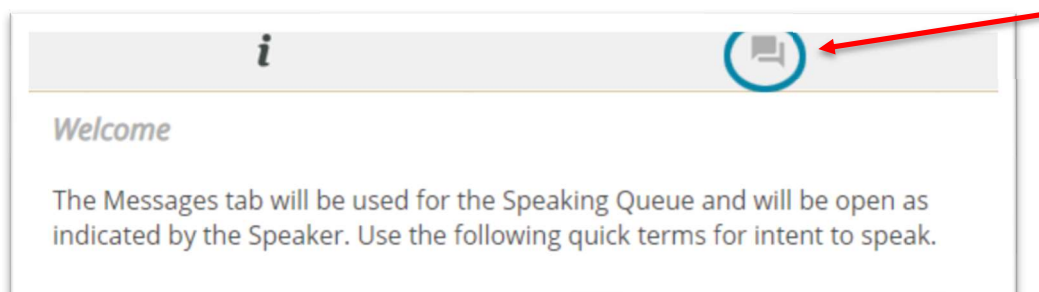
- For the **Lumi** Platform you will use the link that will be provided in your email invitation prior to the meeting
 - Username = your ACS Membership number
 - Password will be included in your email invitation
- For **Zoom**: once you are inside the Lumi platform, you will see the Zoom link on the Information Page. Click on the zoom link to start the Zoom meeting in a separate window to watch the proceedings.

Lumi Platform Information Screen - When you are logged into the Lumi Platform, you will see a basic information screen.

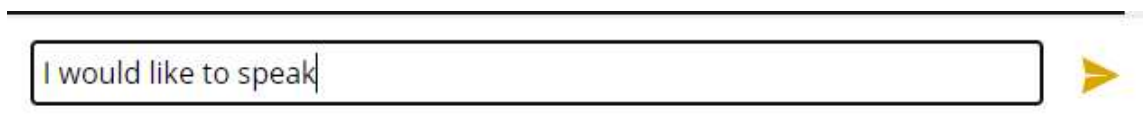


Speaking during the virtual meeting

- Once the Speaker opens the Speaking Queue, you can click the messaging icon in the upper right menu bar.



- In the chat box, please indicate that you would like to speak and hit the gold 'send' icon to send your message into the queue. Example:



- The Chair will announce the order of Councilors to speak. When you are called upon, please select the Zoom window platform. **Raise your hand in the Zoom Platform.** You must raise your hand so production staff can enable you to unmute your microphone.
- Once the production staff have enabled your microphone you may unmute your microphone and begin speaking.
- Once your turn to speak is over, the production team will mute your microphone.

Best Practice Tips

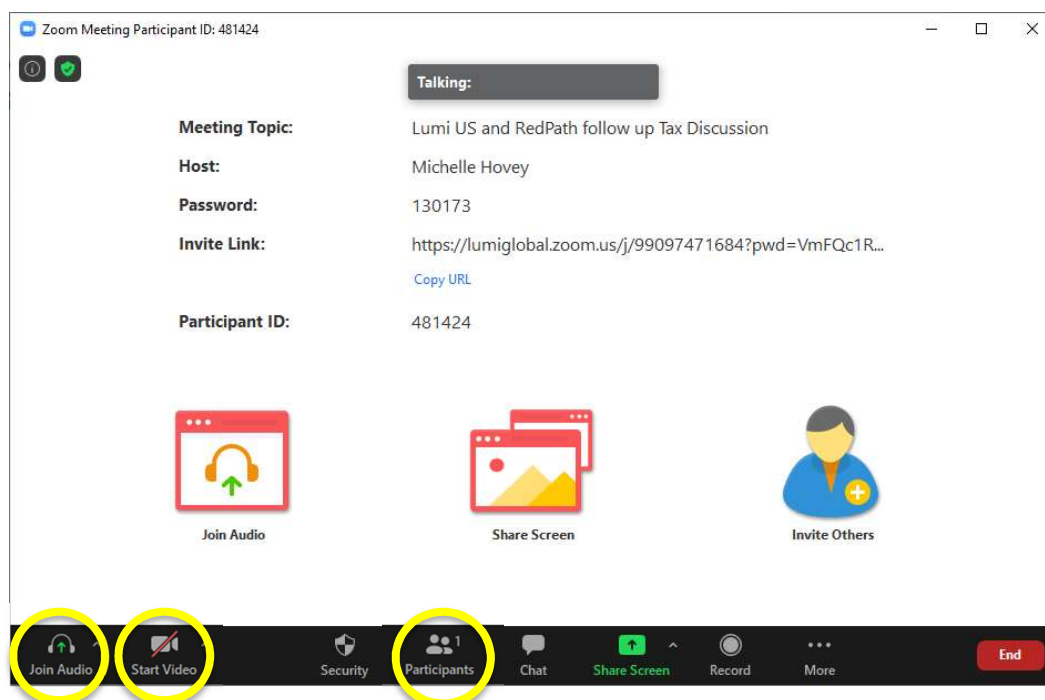
The following are tips to prepare for the best virtual meeting experience:

- If possible, access the internet via an ethernet cable connected to a computer. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Please use the same computer for the live meeting that you used during the training sessions.
- Headsets are helpful for hearing audio more clearly.
- We recommend you use Zoom on a computer rather than a mobile device or tablet.
 - Please keep your video turned off in Zoom
 - Please keep your audio muted in Zoom until called upon to speak
- For a preview you can watch the short tutorial video by clicking [here](#).

Getting Connected

The following are tips for getting connected to the virtual meeting:

- Ensure you are connected to the internet.
- Check your headset for speaker and microphone.
- Log into the Lumi platform one hour before the virtual Council meeting.
- Once you have logged into the Lumi platform, click on the link to open the Zoom meeting in a separate window.
- Familiarize yourself with Zoom:
 - Re-Name yourself: Make sure your name in Zoom is your first and last name so production staff can easily find you in the list and unmute your microphone if you will speak.
 - Join Audio: bottom left hand corner (you must connect your computer audio to hear the meeting proceedings.)
 - Mute Button: bottom left hand corner
 - Raise your hand:
 - Click on the “Participants” from the bottom center menu, then click on “Raise Hand” from the Participants window. Please do this only after you have indicated your desire to be recognized in the Lumi platform, and you have been recognized by the Chair to speak.



Councilor Orientation / Practice Sessions

- There will be two mock meetings for all Councilors to practice logging into the Zoom platform and the Lumi platform one week and two weeks prior to the virtual Council meeting. We encourage all Councilors to participate in one of the two mock meetings to test logging into both platforms and get comfortable using both platforms.
 - Mock meeting #1: August 4, 2020 at 2:00 pm EDT
 - Mock meeting #2: August 13, 2020 at 11:00 am EDT

Troubleshooting

- Councilors with technical issues may contact Member Services for assistance.
 - Please call **1-800-333-9511** (1-614-447-3776 for members outside the United States)
- Please note that unless there is a widespread outage in one area, proceedings will continue.

FAQs

- **What is my username to log into the Lumi platform?**
Your username will be your ACS membership number. Please call **1-800-333-9511** for assistance with obtaining your username.
- **Does the platform allow for Councilors to chat with each other during the virtual meeting?**
Councilors will not be able to chat with each other through either the Lumi or Zoom platforms during the meeting. Voting members are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.
- **How do I vote?**
When a motion or vote is put before the Council, the voting box window will automatically pop up within your Lumi platform. Simply click on your selection to cast your vote. For votes with multiple selections, you will need to select SEND at the bottom of the screen. A narrator will provide live instructions during this time in the meeting.
- **Which browsers are supported?**
We recommend that you use the latest versions of Chrome, Firefox, or Safari. We do not recommend that you use Internet Explorer.