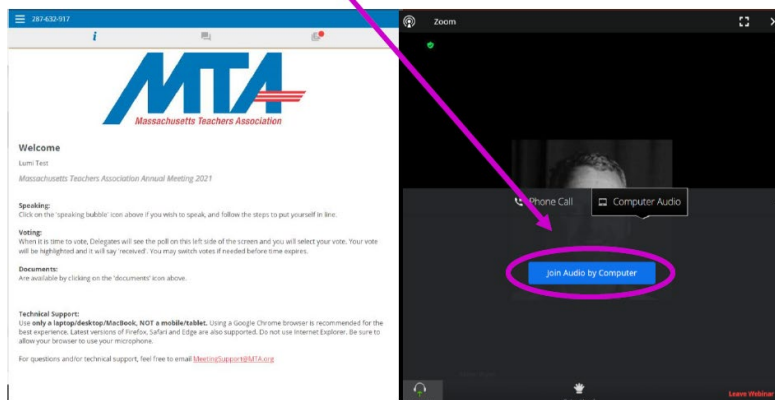## 2021 Virtual Annual Meeting -- Technology Guide for Delegates

Gaining Access to Annual Meeting Virtual Platform

- Starting on Tuesday, April 27, all delegates will receive an email which will contain the link to the virtual meeting along with a unique delegate code and password. This is what delegates must use to log in to the meeting.

- Do not lose and do not share the contents of that message. If you do not receive it by Wednesday, April 28, email mtagovernance@massteacher.org

- Delegates may only access the Annual Meeting virtual platform via computer or laptop, using Windows, Apple operating system (MacOS), or Chromebook. Chrome is the suggested browser. If you do not already have it installed, you may do so at www.chrome.com. Internet Explorer is not supported.

- Mobile phones and tablets are not supported for meeting access.

- Delegate login credentials are set to "one simultaneous login per delegate." That means you can only successfully login on one device at a time. If you attempt a second login, while still logged in on your first device, the first login will be kicked off, and your new login will become the active login. This setting is to protect the integrity of 'one vote per delegate.' Note: if you log off for a break and then return; or log off Friday and then login for the Saturday session, you will of course be able to do so, since each will be only one simultaneous login. Sharing your delegate credentials is prohibited and will compromise your own ability to login.

- Upon clicking on the meeting link, your browser will prompt you to allow use of your microphone and camera. You MUST "Allow" to be able to speak and be seen during the meeting.

- Then, you will proceed to enter the meeting as a DELEGATE, and you must enter the Delegate Code and Password you have been provided.

- After logging in, you must connect your computer audio to the Zoom webinar, that appears on the right side of the screen. Click on the blue "Join Audio by Computer" button.

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Test Access Session

- A Test Access Practice Session is scheduled for Wednesday, April 28 from 4:00 to 7:30 pm. At that time, we encourage all delegates to go to the virtual meeting link and log in with the delegate code and password provided in the email you received. MTA staff will be on standby at that time to assist you with any login difficulties. You may reach out for assistance and troubleshooting as needed: 617-570-4900 or MTAGovernance@massteacher.org

Within the Virtual Meeting Platform

Once the Annual Meeting begins, you will see that the "Info Page" on the left side of the screen and the Zoom "Meeting Window" on the right side of the screen.

Left side: Info Page /Queue/Voting

- Viewing Information
- Accessing links & documents
- Entering the speaking queue
- Voting on business and elections

Right Side: Zoom Meeting window

- Viewing / listening to meeting proceedings
- Raising your hand to speak *after being called on by the Chair*
- Enabling audio/camera to participate in the discussion, *after being called on by the Chair.*

Speaking during the virtual Meeting

Once the Chair opens an item for discussion, if you wish to request to speak (in favor, in opposition, or to ask questions), click the 'Join Speaker Queue' icon in the upper menu bar:
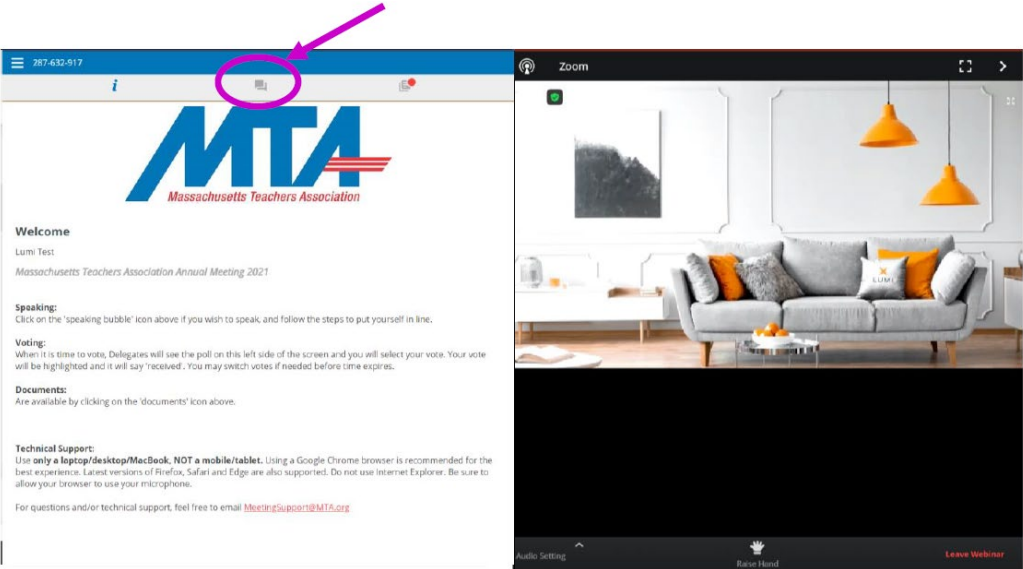
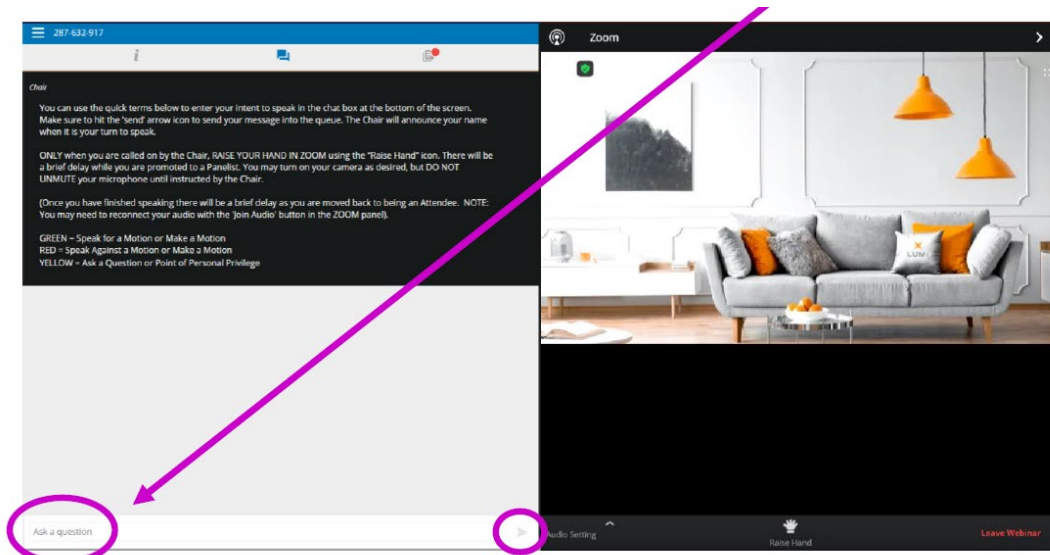## 2021 Virtual Annual Meeting -- Technology Guide for Delegates

Refer to the information provided on screen to enter your intent to speak in the text box at the bottom of the screen, and hit the **'send' arrow icon** to send your request into the queue.

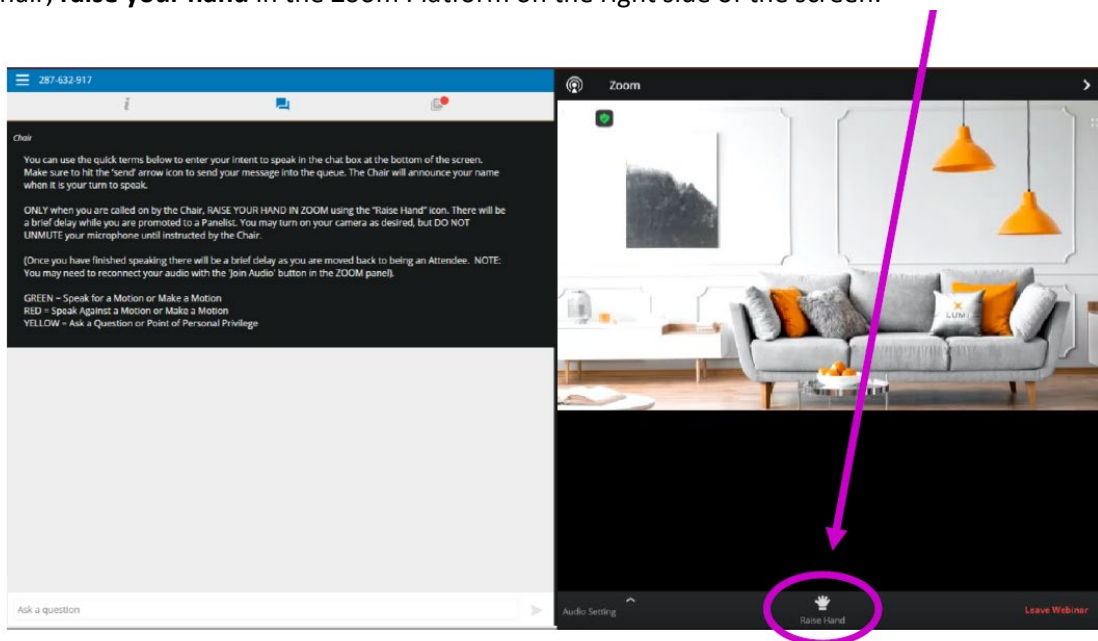*For example, you may type in:*

YELLOW -- to ask question

GREEN -- to speak in favor

RED -- to speak against

The Chair will announce the order of delegates to speak. ONLY WHEN you are called upon to speak by the Chair, **raise your hand** in the Zoom Platform on the right side of the screen:

There will then be a brief delay while you and the other delegates in line to speak are promoted to a "Panelist" in Zoom. You may turn on your camera as desired, but DO NOT UNMUTE your microphone until instructed by the Chair.

Once you have finished speaking, there will be a brief delay as you are moved back to being an attendee.

NOTE: You may need to reconnect your audio with the 'Join Audio' *button in the ZOOM panel when you are promoted/demoted to/from a Panelist.*
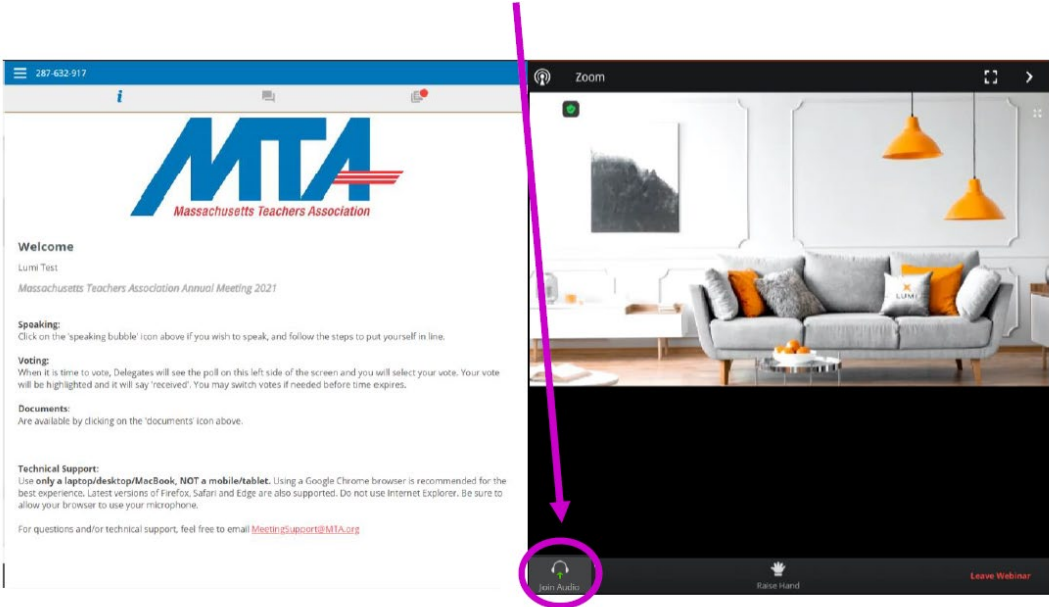
Voting during the virtual meeting

When a motion/vote is put before the meeting, the voting will automatically pop up within the virtual platform on the LEFT side. Simply click on your selection to cast your vote.

To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open. Once the voting period has closed, your last vote will be submitted.
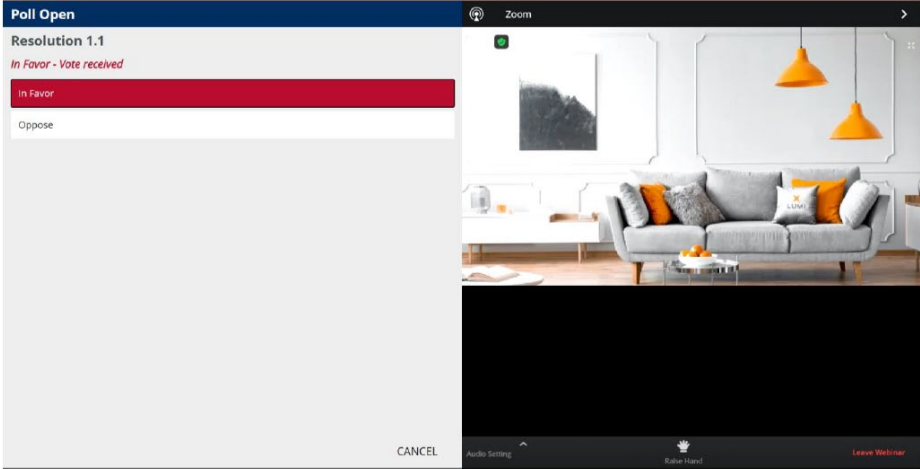
2021 Virtual Annual Meeting -- Technology Guide for Delegates

Document Center

To access various reference documents, such as the agenda, proposed Bylaws, and a full copy of the handbook, click on the third icon in the menu bar on the left side of the screen to pull up the available documents:
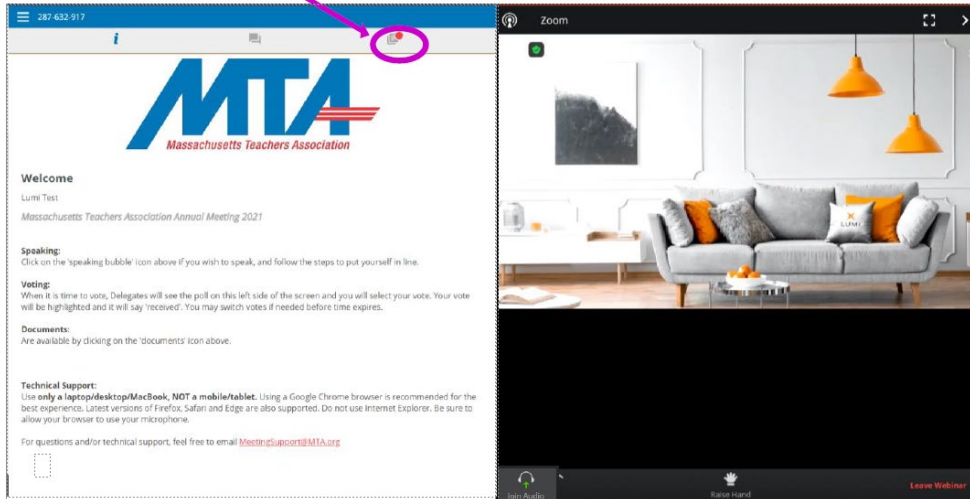
Voting in the Elections

Only those delegates representing
Districts 14D, 28D, 19G, and the Statewide Retired District
will vote in the elections this year.

Just prior to the elections, a listing of the local associations within each voting district will be shown on the right side of the screen to help clarify who should be voting. That information is also available online here.

When it is time for the elections to begin, a link for each voting district will be shown on the left side of the screen. Once it does, the voting delegates will click on the appropriate link for their respective district. A new browser tab will open, and voting delegates will need to enter your Delegate Code and Password. This is the same code and password used previously to log in to Annual Meeting.

Follow the instructions on the screens that appear in the voting system once logged in.

When finished voting, close that tab or window. Then return to the browser tab for the main meeting platform, although you will be logged out. Click on your browser's **"Refresh"** button, and then log in again with your credentials for the remainder of Saturday's business session. If any difficulty or if unsure, simply go back to the email containing your login credentials, and log in through that link.

For all other delegates -- non-voting Delegates: There will be a 25-minute break during the elections.

For all delegates who are not a member in one of the voting districts, you will NOT be able to successfully log in to access a ballot. PLEASE: to avoid confusion, only follow a link if you are a member in one of the voting districts (14D, 28D, 19G, and Statewide Retired).

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At the time of the elections, during the break, those not voting do not need to log out of the meeting platform. Simply keep your browser window open as is and return to your screen in about 25 minutes. The presiding officer will announce the time when business will re-commence. If you do close out, or log out, you must simply log back in via the same meeting link, code, and password that you used previously.

Pro Tips -- To prepare for the best virtual meeting experience

- Use only a laptop/desktop/MacBook. Mobile/Tablets are NOT supported. A Google Chrome browser is recommended.

- If using WIFI, position yourself close to your wireless router and make sure you are using a stable internet connection.

- Headsets are helpful for hearing audio more clearly.

- Should you hit the Zoom 'Full Screen' button, be sure to hit 'Escape' on your keyboard to take you back to the side-by-side view to access voting and the speaking queue.
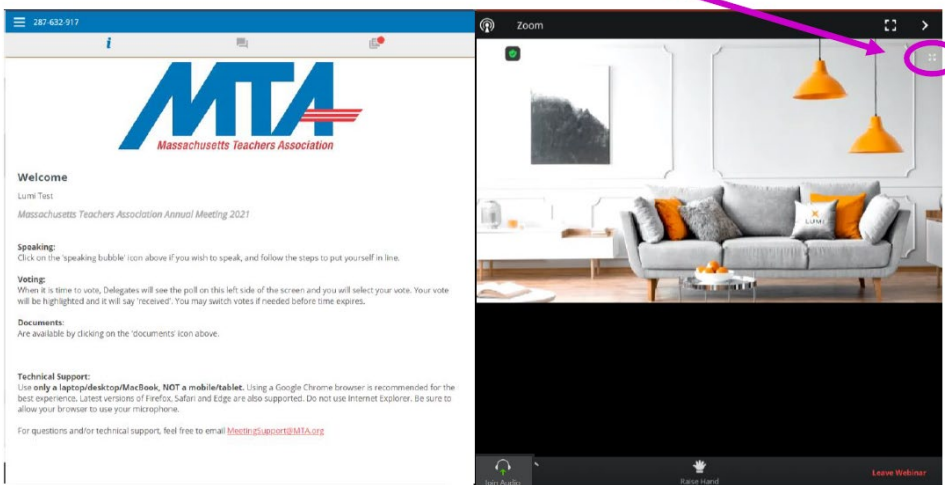
Getting Connected

Log in through the link you were provided by email, with your Delegate Code and Password AT LEAST 15 minutes before the meeting start time.

Familiarize yourself with Zoom: Join Audio: if you do not receive a blue pop-up message that says "Join Computer Audio," you can click on the "Join Audio" button in the lower left-hand corner of the Zoom window to connect to Computer Audio. You must connect your computer audio to hear the meeting.

Troubleshooting

Please attend the Delegate Access Test Session on Wednesday April 28, 4:00 to 7:30 pm, using your login link provided via email. MTA staff will be available – during testing and the meeting itself – to assist you with any login difficulties. Delegates with technical issues, such as not being able to successfully login to the online meeting platform, should call 617-570-4900 or email MTAGovernance@massteacher.org.

Please note that unless there is a widespread outage in one area, proceedings will continue, despite individual connectivity issues.

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FAQs

What is my Delegate Code and password to log into the meeting?
Unique Delegate Code and password are emailed to all delegates beginning on Tuesday, April 27. It is 'from' AnnualMeeting@massteacher.org. Check the email account that MTA has on record for you, and be sure to also check your SPAM/Junk folder. If not received, email MTAGovernance@massteacher.org with your full name, and ask that it be re-sent.

Does the platform allow for attendees to group chat with each other and other voting members during the virtual meeting?
No, it does not.

How do I vote on motions that come before the body?
When a motion/vote is put before the meeting, the voting will automatically pop up within the virtual platform on the left. Simply click on your selection to cast your vote.

To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open. Once the voting period has closed, your last vote will be submitted.

How do I speak?
1. First, click on the 'Join Speaker Queue' icon from the top menu bar.
2. Then, type in the text box at the bottom of the screen if you would like to speak GREEN, RED, etc., and **click the arrow button** to send your intent.
3. Wait for the Chair to call your name.
4. Then Raise your hand in Zoom (on the right).
5. There will then be a brief delay while you are promoted to a Panelist. You may turn on your camera as desired, but DO NOT UNMUTE your microphone until instructed by the Chair.
6. Once you have finished speaking there will be a brief delay as you are moved back to being an Attendee.

NOTE: You may need to reconnect your audio with the 'Join Audio' button in the ZOOM panel when you are promoted/demoted to/from a Panelist.

Using your microphone & camera
When first logging into the meeting, you will be prompted to allow your browser to use your microphone and camera. You MUST Allow this to be able to speak during the meeting. When you are asked to speak during the meeting, you will need to raise your hand in ZOOM, and unmute when asked to do so.
If you do not allow your browser access to your microphone and camera, you will have to do it manually during the meeting, which can slow down proceedings.

If you do not receive a pop up from your web browser to allow your audio and microphone, you can click on the padlock icon in the browser bar right before the web address to bring up your microphone and sound settings for your browser. Make sure both say "ALLOW."