Tech Specs and Instructions for the APHA virtual meeting

This instruction sheet is provided to help navigate the virtual platform that will be used during the Governing Council Mid-Year Meeting. Items such as understanding how to log in to the virtual meeting platform, 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 Mid-Year Meeting and it is also advised to join the practice session beforehand.

Requirements for attending virtually at home:

- In order to fully utilize the LUMI platform, you should access the virtual meeting on a **laptop** or **desktop** computer.
- If you do not have access to a desktop computer or laptop and need to use a smartphone of tablet instead, please contact governance@apha.org ASAP for specific instructions
- It is recommended to use **Chrome** internet browser for remote attendees.
- New Edge (Chromium) and Firefox are also supported browsers.
- Do not use 'Legacy' Edge, Internet Explorer or Safari for remote attendees.

Step #1: Click the Virtual Meeting Link from the email sent to you:

- Please click on the meeting link in the email you received from APHA to access the virtual meeting. https://web.lumiagm.com/278042485
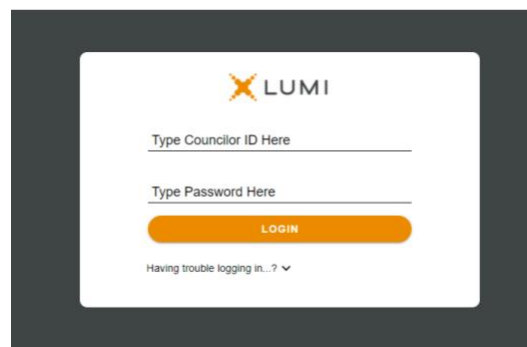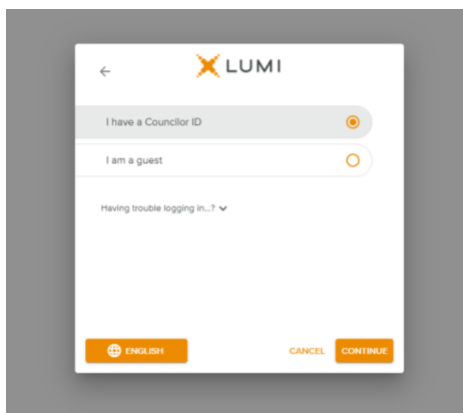
Step #2: Log in to the Virtual Meeting platform:

Guests: Click on the button that says "I am a guest"

      Enter your name, company and email address and click Continue

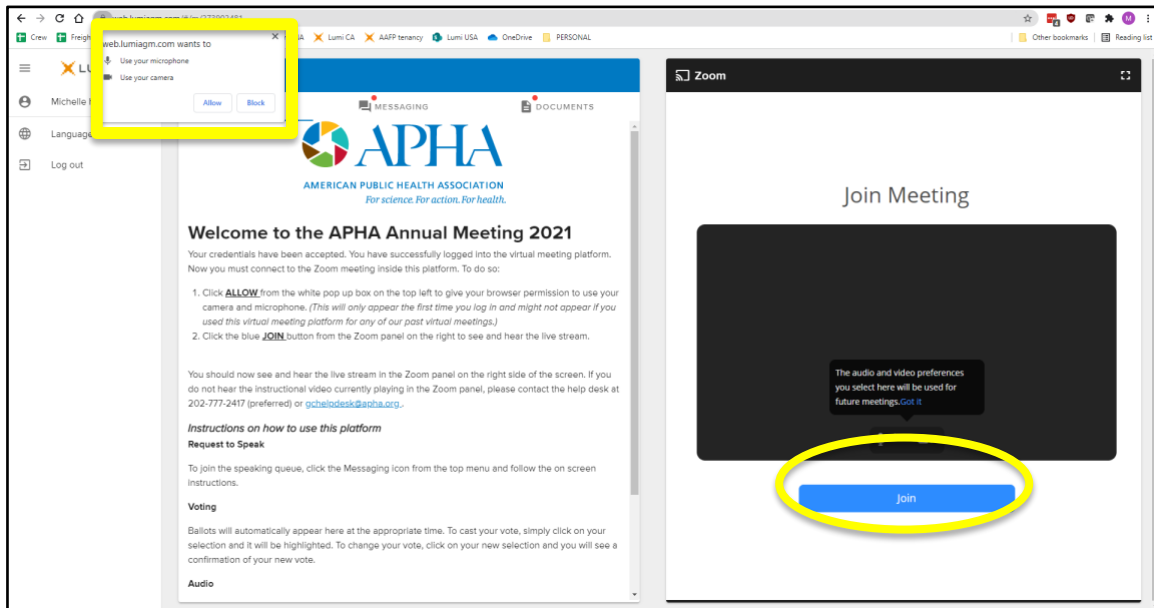**APHA Governing Councilors (voting and nonvoting)**: Click on "I have a Councilor ID"

- o Type your Councilor ID # on the top line
- o Type the password on the lower line
- o The password for everyone is **APHA622**
- o Click "Login"

Please contact 202-777-2417 (preferred) or gchelpdesk@apha.org for technical assistance.

Step #3: Connect to Zoom

- After logging into the virtual meeting platform, you must give Zoom permission to use your camera and microphone inside of the Lumi virtual meeting platform.

- <mark>CLICK ALLOW</mark> from the white pop-up box in the upper left-hand corner of your screen. *You will only see this white pop-up box the first time you log in. Your web browser will remember these settings the next time you log in to the virtual meeting platform. If you attended the meeting last year, your browser may remember these settings.*

- After you have given your browser permission, click the blue **JOIN button** to connect your audio to the Zoom Webinar inside the platform.

- You will then be able to see and hear the proceedings of the meeting in the Zoom panel on the right side of your screen.


Virtual Meeting Page Layout

| Left side Lumi panel:	Right side Zoom panel:
Use for: • Viewing Information on Home Screen • Entering the speaking queue • Voting on motions • Viewing documents	Use for: • Viewing / listening to meeting proceedings • Raising your hand to speak *after* being called on by the Chair • Enabling audio to participate in the discussion, after being called on by the Chair

Configure your platform

After logging into the virtual meeting platform, you can make a few adjustments for better viewing experience:

- Click on the three lines in the upper left-hand corner to minimize the left menu bar.
- Click on the white square box in the upper right-hand corner to maximize the Zoom panel to make it easier to see the presentation.
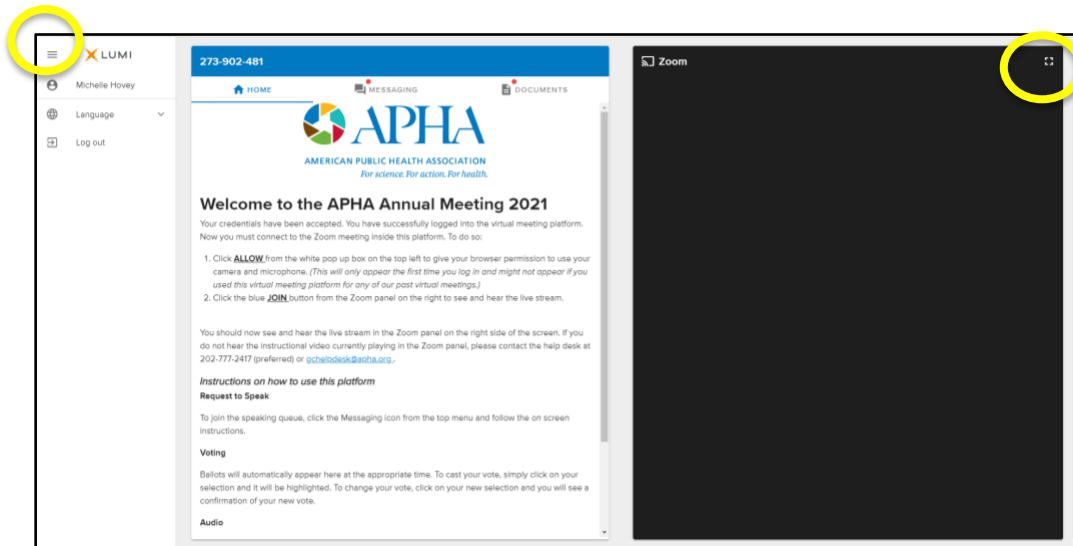

How to View Documents

- You can click on the Documents icon at any time during the meeting to view documents.
- Click on the document name to open that document within the virtual platform.
- Click on the download button to save the document outside of the virtual platform.
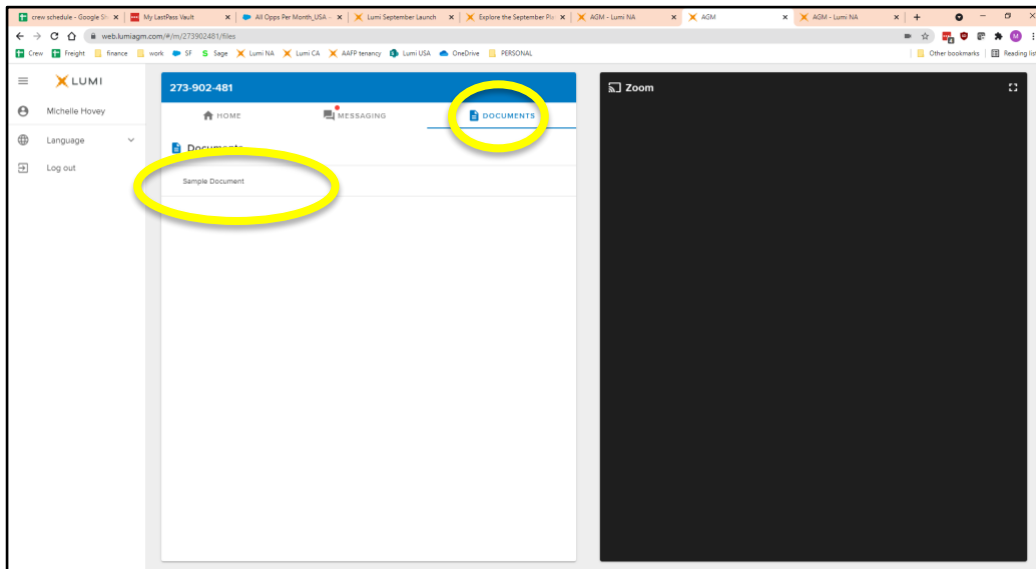
How to Join the Speaker Queue

- Click the Messaging icon in the top menu bar.
- Type in your intent to speak, using the appropriate action (see below) in the text box and hit the arrow button to send your request to speak into the queue.
    - MOTION- To make a motion or amendment
    - SECOND- To second a motion. No need to speak
    - DISCUSSION- For any questions or discussion
    - POINT OF ORDER- If you have a point of order (you can't hear, disgree with the Speakers ruling, etc.) *Points of order will receive priority in the queue.*
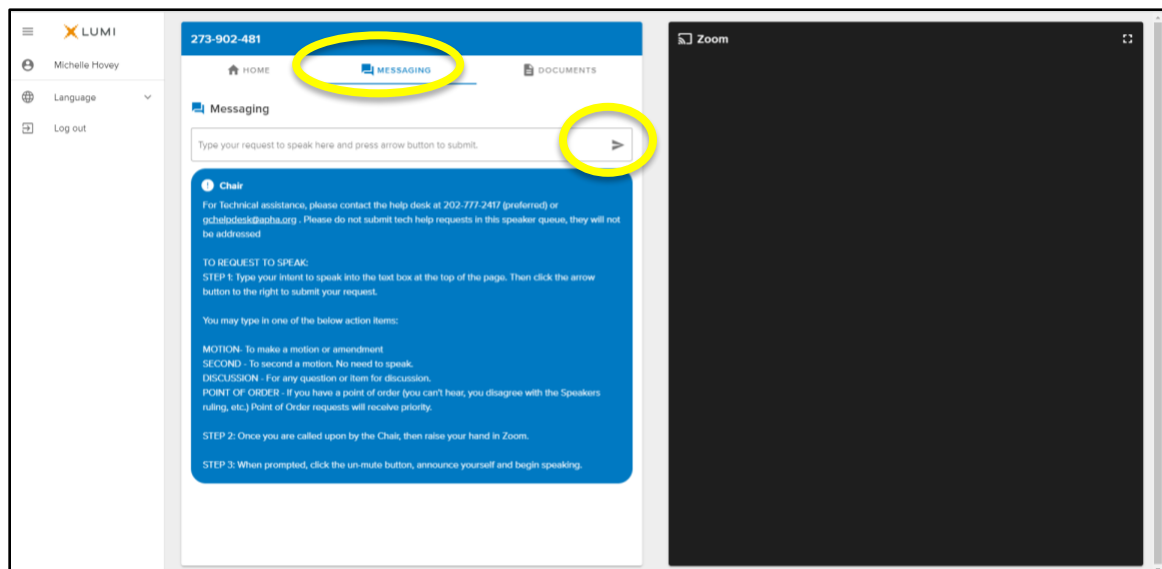
How to Speak

- When you are called upon to speak, then raise your hand in Zoom Platform. To do this:

- Once the production staff have enabled your microphone, you will receive a pop-up message in the Zoom panel prompting you to unmute your microphone.
- *You will not see an unmute button until the production team has prompted you to unmute.*
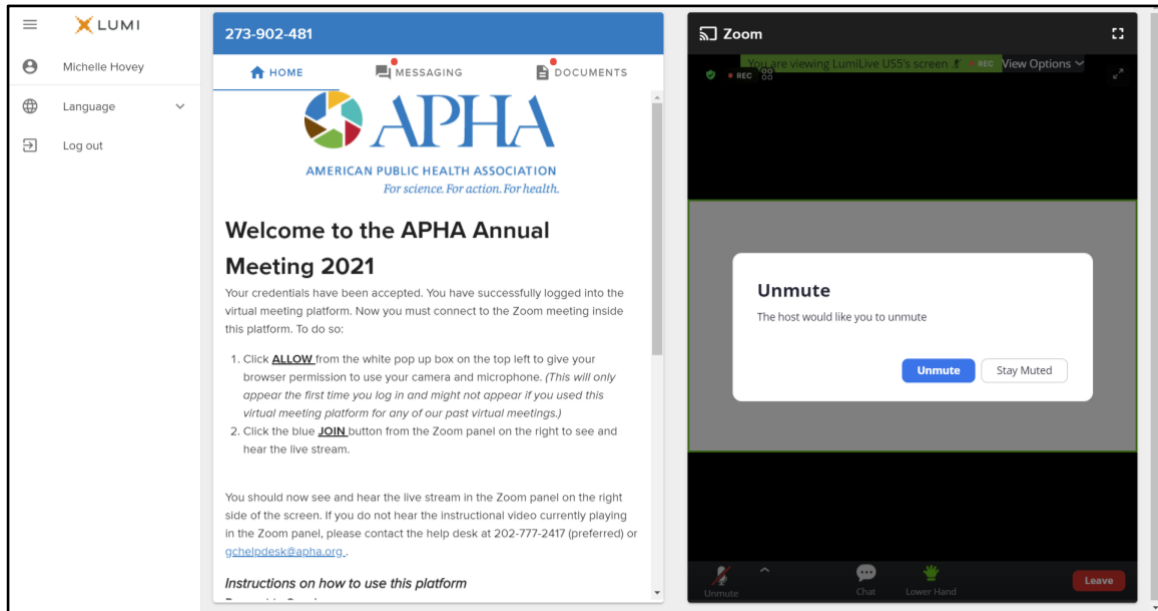
- Click on the blue UNMUTE button, then announce yourself and being speaking.
- Once you are done speaking, the production team will mute your microphone and lower your hand in the Zoom. You will see a note on your screen that "The host has muted you"

Microphone Troubleshooting

- When you are speaking, you will see the microphone icon in the Zoom turn green.
- If you cannot be heard while speaking, click on the padlock icon from your web browser (just to the left of where you would type in a web address) to bring up an options menu. SEE BELOW
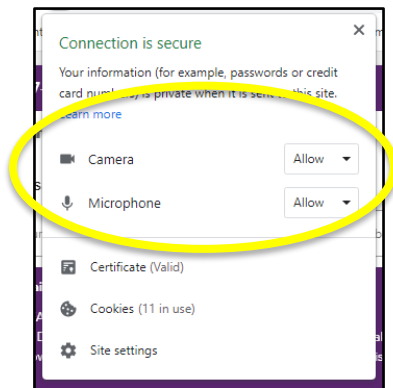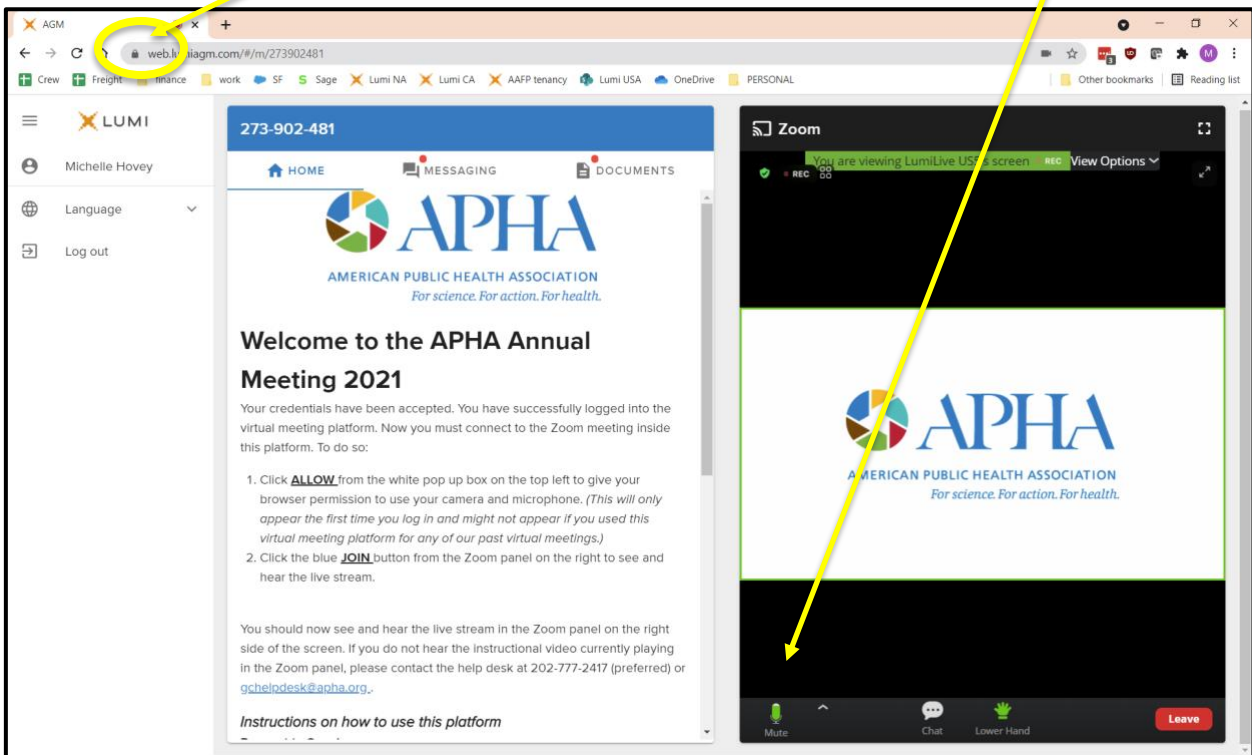
After clicking on the pad lock icon from your web browser, you will see this pop-up menu. Make sure it says ALLOW.

If you still cannot be heard, please refresh your browser by clicking on the circular arrow button to the left of where you would type in a web address.

How to Vote

- When a vote is opened by the Chair, it will automatically appear on your screen.
- To cast your vote, simply click / touch your choice and it will be highlighted.
- You will see confirmation text of your vote on screen as well.
- To change your vote, simply click / touch a new selection and you will see confirmation of the new selection on your screen.
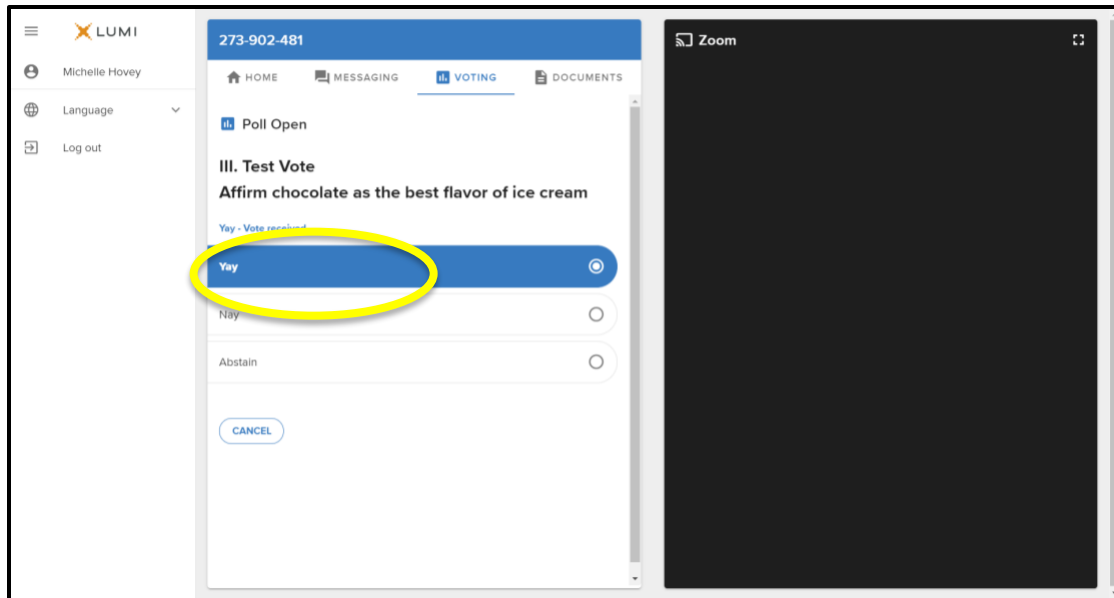
How to Turn off Live Transcript Sub Titles

- The sub titles will automatically be turned on when you join the Zoom.
- To turn them off, click on the "Live Transcription" button from the bottom of the Zoom panel, then click on "Hide Subtitles"
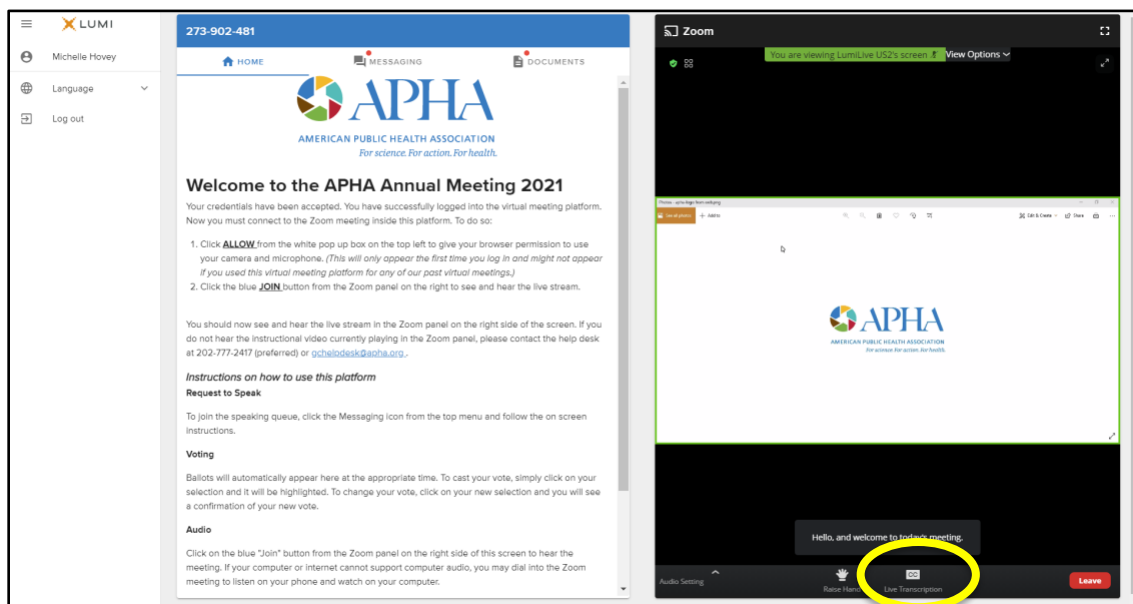
Best Practices / Tips

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

- You should access the virtual meeting on a **laptop** or **desktop** computer. If you do not have access to a desktop computer or laptop and need to use a smartphone of tablet instead, please contact governance@apha.org ASAP for specific instructions

- We do recommend to use **Chrome** web browser for the best experience. Microsoft Edge, Firefox and Safari are also supported browsers.
- Do not use Internet Explorer, Safari or, Legacy Edge.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Getting Connected Tips for Virtual Attendees

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

- ❑ Log into the platform 15 minutes before the meeting start time.
- ❑ Log into the platform during the Test Your Tech time (12:30-1:30PM ET on June 13th) to test your log in credentials and speakers.
- ❑ Check your internet connectivity
- ❑ Familiarize yourself with Zoom:
  - o If your internet is not stable enough to stream the Zoom meeting, you can click on the "**Phone Call**" option instead of the "Join Computer Audio" button. This will give you the phone number to call into the Zoom meeting to listen to the audio stream on your telephone. You will still participate in the voting and speaker queue in the virtual platform on your laptop. You will simply listen to the meeting on your telephone.
    Scroll down in the list of phone numbers to find the Toll-Free options.
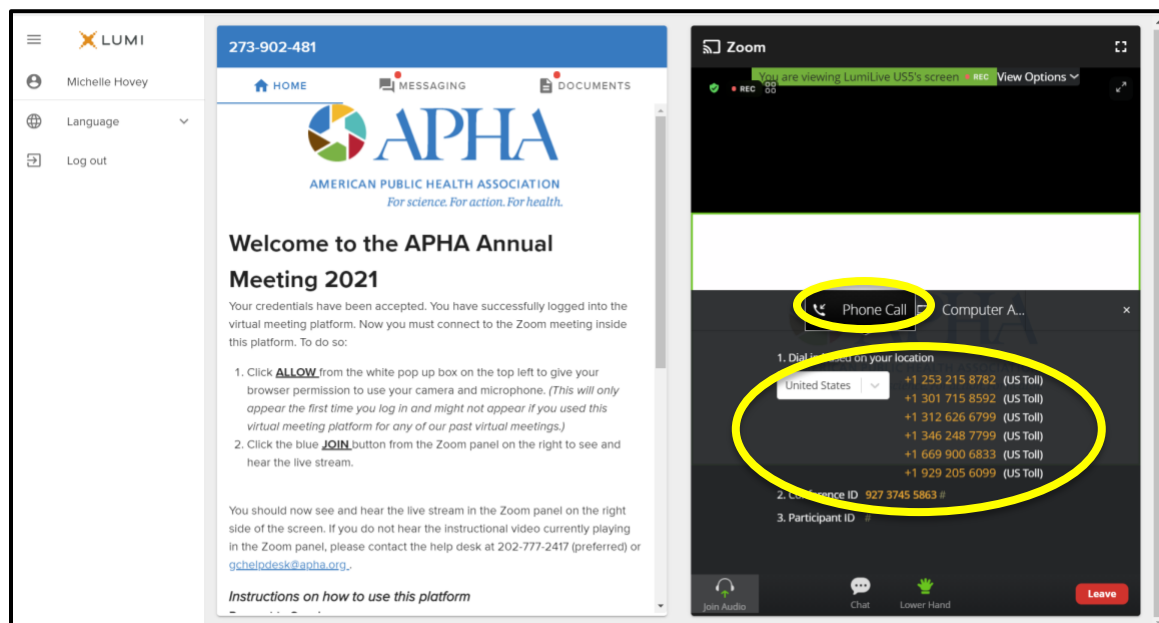
  - o If you have already joined Computer Audio, but would like to call in on the phone instead, click on the up arrow button next to "Audio Settings" from the lower left hand corner of the Zoom panel.
  - o You will see a menu pop up and you can then select "Leave Computer Audio" and then select the "Phone Call" option instead

Test Your Tech Session

- There will be a designated time for virtual attendees to practice logging into the virtual platform, connecting to the Zoom meeting and testing your speakers.
  - **Monday, June 13, 2022 between 12:30 p.m. – 1:30 p.m. Eastern Time**

Technical Assistance Troubleshooting

If you are having any issues utilizing the Lumi platform or accessing information/reports to the Council, please contact 202-777-2417 (preferred) or gchelpdesk@apha.org .

FAQs

- **What is my username / password to log into the Lumi platform?**
  Your username will be your Councilor ID provided via email from governance@apha.org
  The password will be **APHA622** for all attendees.

- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**
  Voting members are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Please visit https://www.dropbox.com/scl/fi/6tabspcwgvqsxp6q3xfkw/Communication-Options-for-Governing-Councilors-During-the-Mid.docx?dl=0&rlkey=9bl6ke28ndxmyaer7uhnizyfn for suggestions on ways to chat with your fellow Councilors outside the platform.

- **What if two of us are watching together at home?**
  Both parties may watch on the same device to watch the Zoom feed, but each party will need their own device to vote. If you will speak during the meeting, please make sure to mute the audio connection on the other device with the Zoom meetings, as not to cause feedback.

- **Which browsers are supported for virtual attendees at home?**
  It is recommended to use Chrome.
  New Edge (Chromium) and Firefox are also supported.
  Do not use 'Legacy' Edge, Safari or Internet Explorer.