Tech Specs and Instructions for the APHA Mid-Year Meeting

These instructions are provided to help attendees navigate the online virtual meeting platform, including how to log in to the platform, how to join the speaker queue, and what to do if you are having technical problems. Please read these instructions prior to joining the virtual meeting.

Technical Requirements

- It is highly recommended you join the virtual meeting on a **laptop** or **desktop computer**.
- Mobile devices, such as iPhones, Androids, or any other mobile phones as well as tablets and iPads are **not** fully supported. However, if you do not have access to a laptop of desktop and need to access the meeting via a mobile device or tablet, please contact Courtney Taylor at governance@apha.org ASAP for specific instructions.
- **Google Chrome** is the recommended browser. Firefox and new Edge (Chromium) are also supported on PC laptop and desktop computers. Do **not** use Internet Explorer, Safari, or "legacy" Microsoft Edge.

Virtual Meeting Link

- Click: https://web.lumiagm.com/mic-check/#/checkCamera=true&meetingId=256415813
- After clicking on the link, you will be taken to a black screen with a pop-up window asking if you would like to allow Lumi to access your microphone. Click **ALLOW**. This will enable you to turn on your microphone during the meeting, if you wish to speak from the floor. If you are using Chrome or Edge, your browser will remember this setting.
- If you are using Firefox, please also click "Remember" button for future use.
- After clicking ALLOW, you will then be directed to the Lumi log in screen automatically.
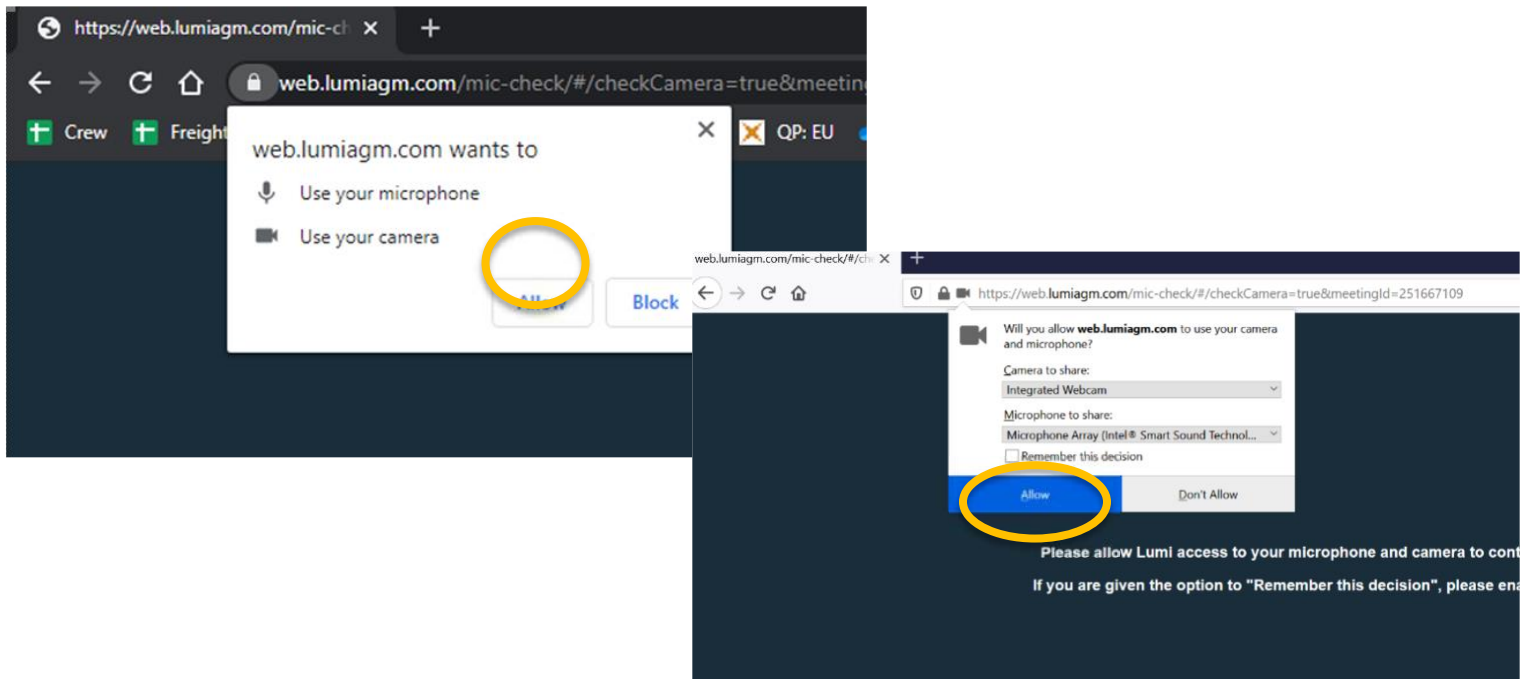
How to Log in

- Guests click on the button that says "I am a guest" and fill out the form to log in
- APHA Governing Councilors (both voting and non-voting) click on the button that says "I have a Councilor ID" and log in with the following credentials:
  - Councilor ID = **your unique username from your email**
  - Password = **apha621 (all lower case – no spaces)**

You may click on the "Having Trouble Logging In?" button for technical support information.


After Logging in to the Virtual Meeting Platform

- You must connect your **Computer Audio** to the Zoom Webinar that is inside the Lumi Platform. To do this:
  - Click on the blue "Join Audio by Computer" button that pops up on the right Zoom panel of the virtual platform
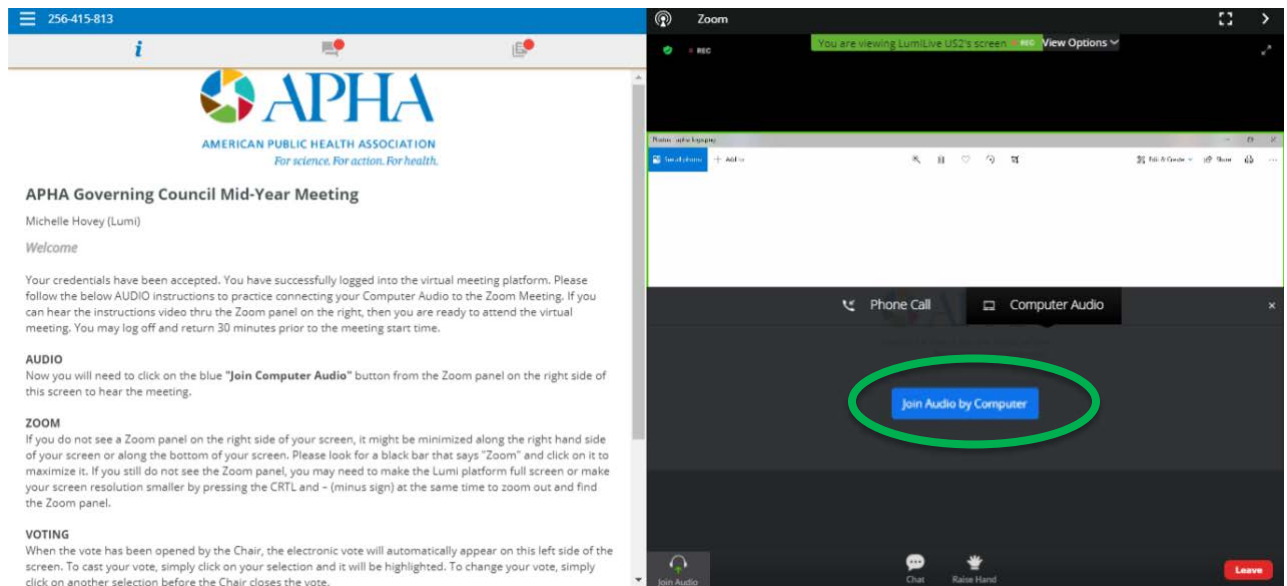
Virtual Meeting Platform Layout

Once you have logged in to the virtual meeting platform and have connected your computer audio to Zoom, you are ready for the virtual meeting. You will see the Info Page on the left side of your screen and the Zoom window on the right side of your screen. This is what you will use each side for:

| Info Page / Speaker Queue / Documents *(left side of screen)*	Zoom Webinar *(right side of screen)*
Use for: • Viewing information • Entering the speaking queue • Voting on motions • Voting on elections • Viewing documents	Use for: • Viewing / listening to meeting • Raising your hand to speak after being called on by the chair • Enabling audio to speak after being called on by the chair
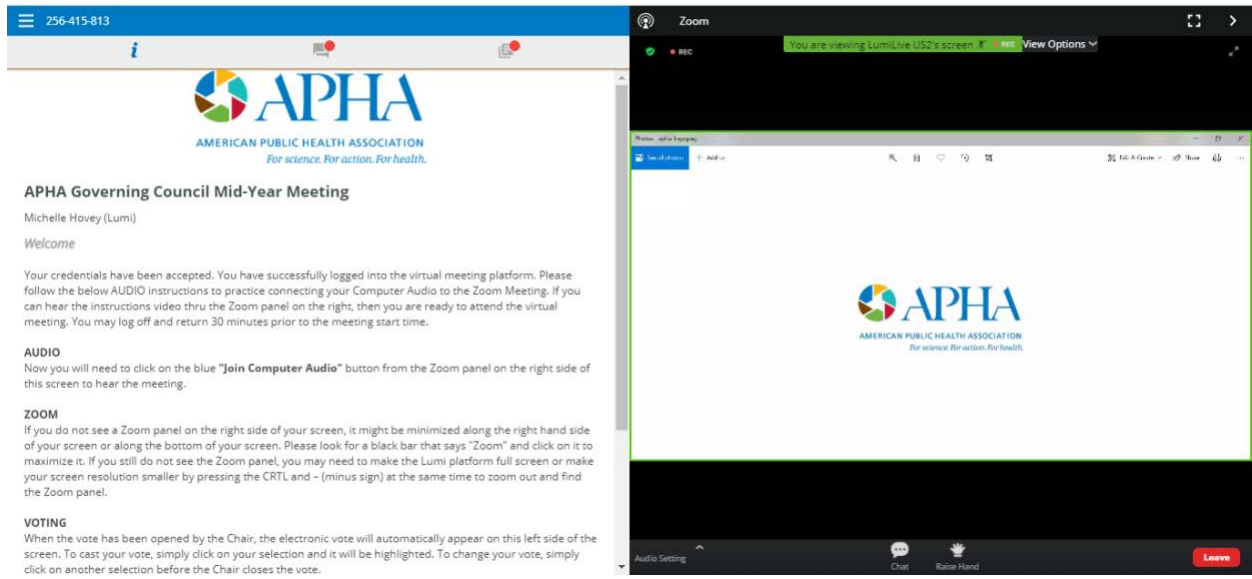
Speaking During the Meeting

- Speaking from the floor is a three-step process. Click on the speech bubble icon in the top menu bar to go to the Speaker Queue Page.
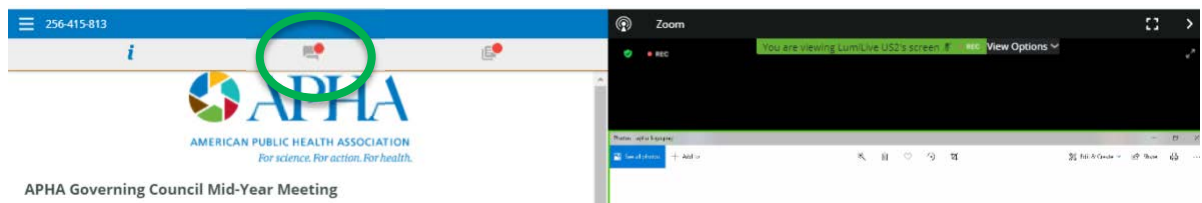
- **Step 1**: To request to speak, click the speech bubble icon, located in the top menu bar. Type your intent to speak in the text box at the bottom of the screen (read the guide on the Speaker Queue Page for the text you should type). Then press the arrow button to the right of the text box to send your request. You will receive a confirmation message that reads "received." Please wait to be called on.

- **Step 2**: *After* you are called on by the chair, click the "Raise Hand" button in the Zoom panel on the right side of the screen. The "Raise Hand" button will be at the bottom of the screen. Raising your hand in Zoom will make it easier for our production team to find you in the attendee list to unmute your microphone.

- **Step 3**: When prompted, click the blue button that says "Unmute myself" to unmute your microphone in Zoom. Once unmuted, announce yourself, by clearly stating your full name and member unit you represent and begin speaking.

*Please remember: If you raise your hand in Zoom, but have not entered the speaker queue by requesting to speak, you will **not** be called on to speak. Please request to speak first, and then wait to be called on before raising your hand in Zoom.*
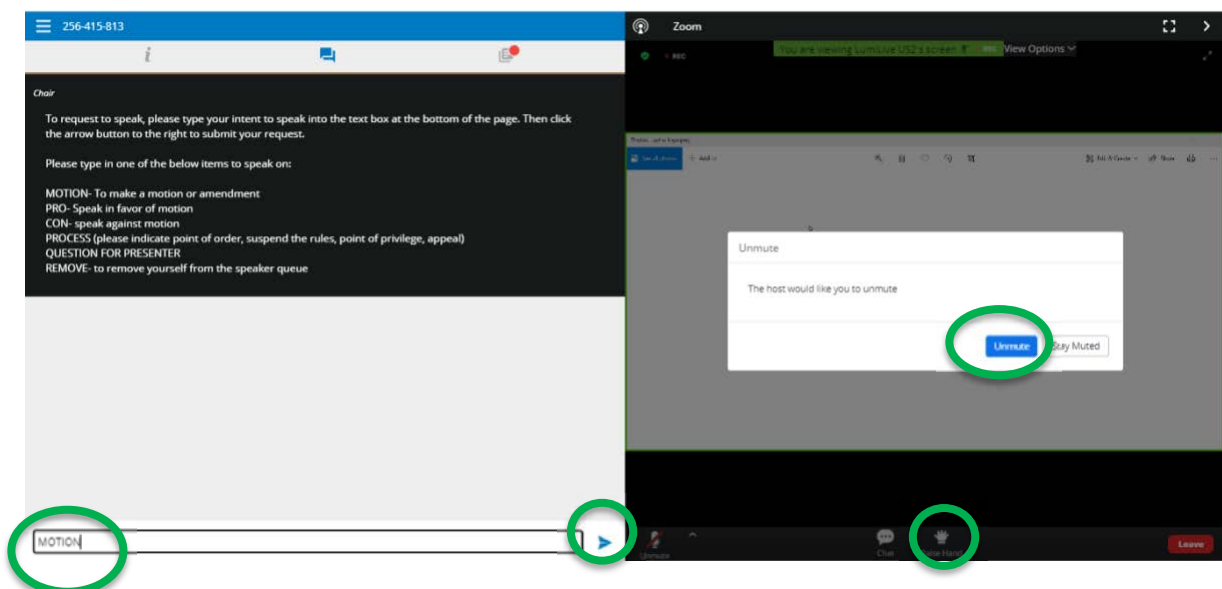

Voting During the Virtual Meeting

- When voting is opened by the chair, the electronic vote will automatically appear for Councilors on the left side of the page. Voting will be open for 30 seconds.
- To vote, simply click on your choice and it will be highlighted. You will see a confirmation on your screen that your vote has been received. No additional steps are required.
- To change your vote, make a new selection.
- Voting will automatically close after 30 seconds. When time expires, your vote will be recorded.
- The voting results will be displayed on screen.
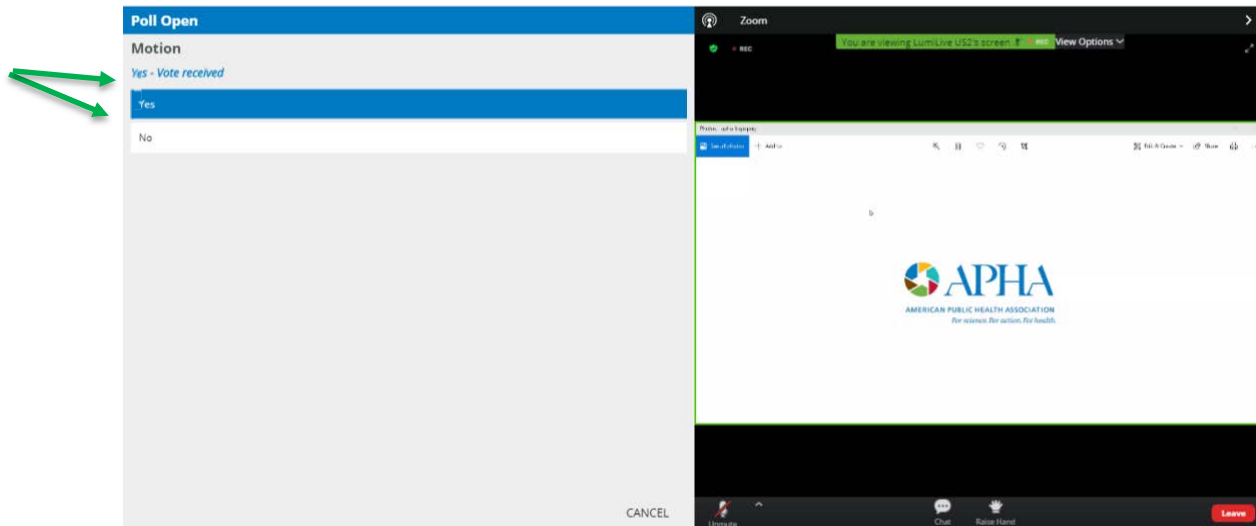
## Accessing Documents During the Virtual Meeting

- Click on the documents icon in the upper menu bar.
- Click on the title of the document that you would like to view to open the document.
- If you wish, you may print or save the PDF to your computer.

Turning Closed
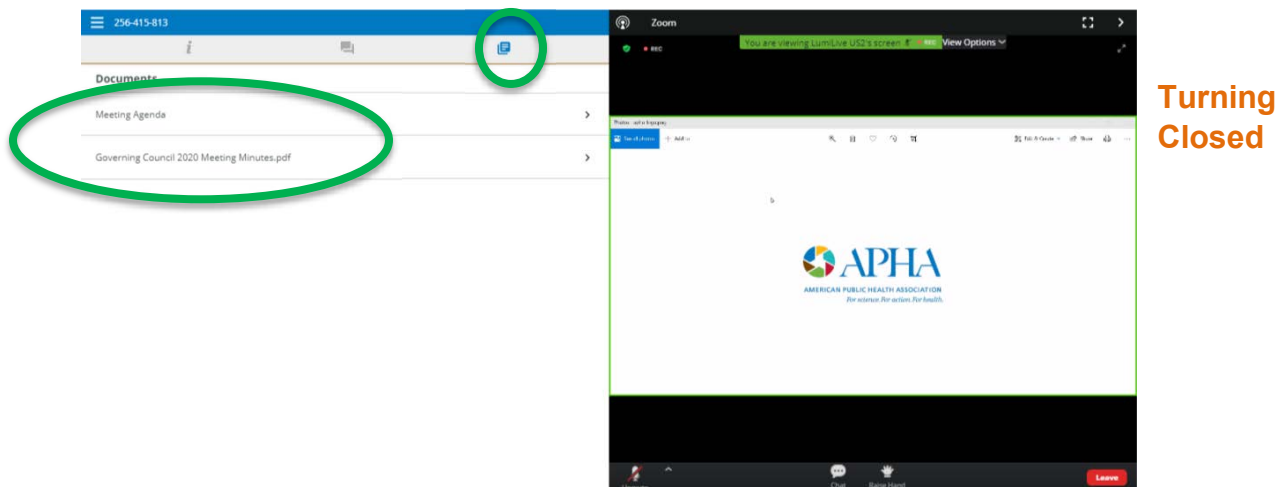
Captioning On or Off

- Closed captioning will be available within the Zoom panel.
- To turn the subtitles on or off, click on the "Live Transcription" button from the bottom of the Zoom panel on the right.

- From the pop-up menu, you may turn subtitles on or off.
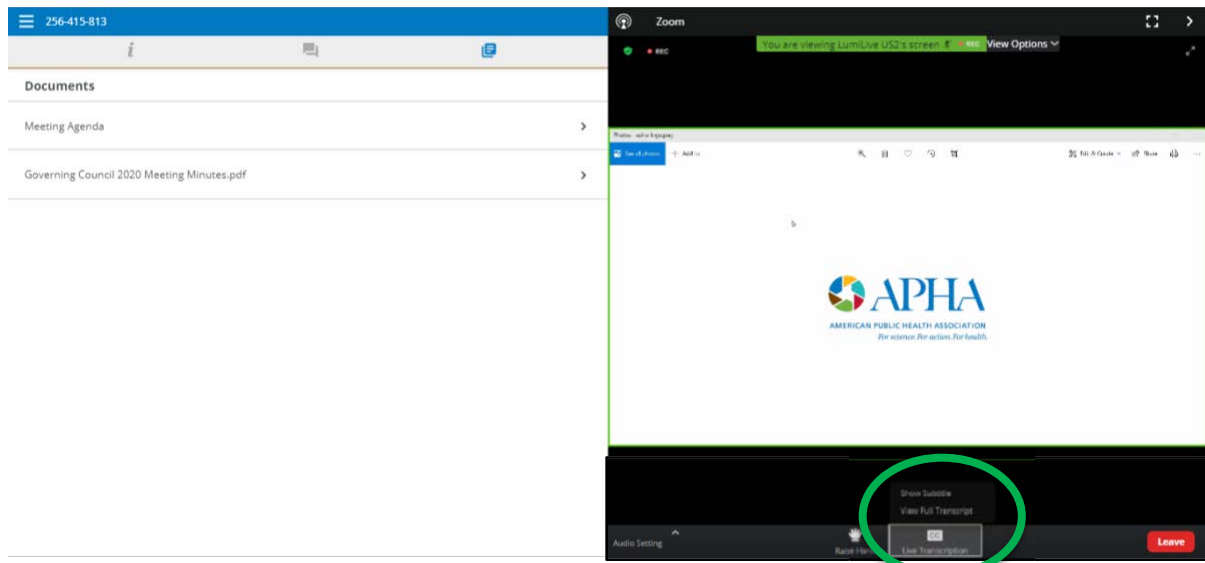
Zoom Chat

The Zoom Chat feature will be disabled for this meeting. Attendees with technical issues should contact the helpdesk at (202) 777-2417 or gchelpdesk@apha.org for assistance. Communication with other Councilors must be arranged outside of this virtual meeting platform. We have put together a list of Communication Options for Governing Councilors During the Mid-Year Meeting documents which is available in the GC Connect Group library.

Tech Tips

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

- To fully experience the meeting, please join on a **desktop** or **laptop computer**; if you do not have access to either and need to use a tablet or mobile device, please contact governance@apha.org for specific instructions.
- We recommend using **Chrome** web browser for the best experience. New Edge (Chromium) and Firefox are also supported on a PC desktop or laptop computer. Do not use "legacy" Edge, Internet Explorer, or Safari.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, make sure you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Test Your Tech Practice Sessions

- There will be a designated time for all registered attendees to test the virtual platform before the virtual meeting. We encourage you log in to the virtual platform during the below times to ensure that you are prepared for the virtual meeting.
- Monday, June 14, from 12:45 p.m. – 1:45 p.m. ET

Troubleshooting

- Attendees with technical issues during a practice session or the live meeting should contact the helpdesk at (202) 777-2417 or gchelpdesk@apha.org for assistance.
- If you hit the Zoom "Full Screen" button and the Zoom window has taken up your full screen, 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.

FAQs

- **What is my Councilor ID password to log in to the Lumi platform?**
  All voting and non-voting members of the Governing Council (including proxies) will receive an email from APHA (from governance@apha.org) with your unique Councilor ID. The password for all is apha621 **(all lower case – no spaces)**. If you do not have your Councilor ID, please contact Courtney Taylor at governance@apha.org ahead of the meeting; on the day of the meeting contact the GC Helpdesk at (202) 777-2417 or gchelpdesk@apha.org for assistance.

- **What if two attendees are watching together?**
  If you are watching the meeting with another attendee, you can both watch the meeting on one computer, however the second person will need to log in with their own Councilor ID and password on a second computer to cast their vote.

  If you are logged in on two computers at the same time and one of you will be speaking in the meeting, make sure you mute the audio on the other computer to avoid feedback.

- **Can I use a mobile device or tablet?**
  You are highly encouraged to access the virtual meeting on a laptop or desktop computer. If you do not have access to either and need to use a mobile device or tablet, please contact governance@apha.org ahead of the meeting for instructions on how to do so.

- **Which browsers are supported?**
  It is recommended to use Chrome.
  Firefox and new Edge (Chromium) are also supported.
  Do not use Internet Explorer, Safari, or "Legacy" Edge.