

ZOOM INSTRUCTIONS FOR THE 2022 CAPA AGM MEETING

ZOOM BEST PRACTICES

- When you are admitted to the AGM Zoom Meeting your audio will be muted to minimize distractions for others on the AGM Zoom Call.
- Please select **Speaker View** at the Top Right of your Zoom screen.
- When asked to propose or second a motion, those who are eligible to do so, should **press the Space Bar** and say their name. Those on a tablet may first have to unmute themselves in the Zoom Screen and then say their name and then mute themselves again.
- When asked to vote on a motion please use the **“Thumbs Up”** under **Reactions** in Zoom to signify **“For”** or **“Clap”** to signify **“Against”**.
- There will be a Q&A Session at the end of the AGM which will require Members to type their **general CAPA Questions** in the **Chat Box**.
- Members wishing to pose specific questions regarding Agenda items please use the **Raised Hand** function at the bottom of the screen (top of the screen on a tablet) and they will be recognized to speak.