COLLEGE OF
CHIROPRACTORS
OF BRITISH COLUMBIA

Extraordinary General Meeting
July 20, 2021 from 10:00 a.m. to 2:00 p.m. PDT

LUMI Web Participants Guide

The College of Chiropractors of British Columbia (the 'College') has received multiple requests under s. 33(5)(b) of the College Bylaws, from 15% or more of College registrants, to convene an extraordinary general meeting (EGM). Accordingly, the Board has approved the convening of a 'virtual' EGM from 10:00 a.m. to 2:00 p.m. on Tuesday, July 20, 2021.

This virtual EGM will be held via Zoom Webinar in the LUMI online platform. The College strongly encourages all the meeting attendees to refer to this Lumi Web Participants Guide prior to the meeting date to ensure you are able to participate during the meeting.

Included in this User Guide:

- Preparations before joining the virtual meeting
- How to log into the virtual meeting
- How to speak during the virtual meeting
- How to vote during the virtual meeting
- Where to go for help

The following pages will explain the basic features of the Lumi online platform with the Zoom integration.

Preparations before joining the virtual meeting

- **Device**: A **laptop** or **computer** is required for the Lumi platform with Zoom integration. Mobile devices and tablets are **not** supported.
- **Browser: Google Chrome** browser is recommended for the best experience. The latest versions of Firefox and Edge are also supported. Other browsers are **not** supported.
- Hardwired ethernet connection is ideal.
- A test session will be held on Monday, July 19, 2021, 11:45 a.m. - noon for participants to test the technologies that will be used at the meeting. Please send an email to info@chirobc.com by noon on July 16, 2021 to obtain the test session information if you would like to test your code and system before the meeting.

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How to log into the virtual meeting

Please log into the Lumi platform a minimum of 15 minutes before the meeting start time to ensure that you have time to sign in and access all required features. You will be able to join the EGM up to 30 minutes before the scheduled start time.

Step 1**: Click the Virtual Meeting Link: https://web.lumiagm.com/455657566**

Step 2**: Enter the meeting**

Click on the button that describes your role:

- **I have a login** - For attendees who have registered and received their meeting credentials via email from the CCBC before the meeting:
  - o Enter the **Username** and **Password** provided to you by email titled: *CCBC Extraordinary General Meeting Credentials*, then click "**Login**" button
 - o Please note that passwords and usernames are case-sensitive.
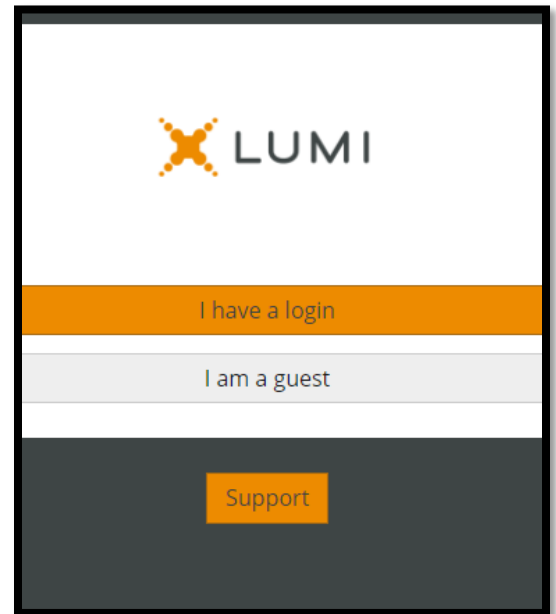
Step 3**: Connect your computer audio**

- Once logged in, your browser will request permission to access your microphone and camera. Please **Allow** it to be able to engage during the meeting. After you've clicked **Allow**, you will be able to test your microphone and camera. Click **Join** in the Zoom panel once setup.
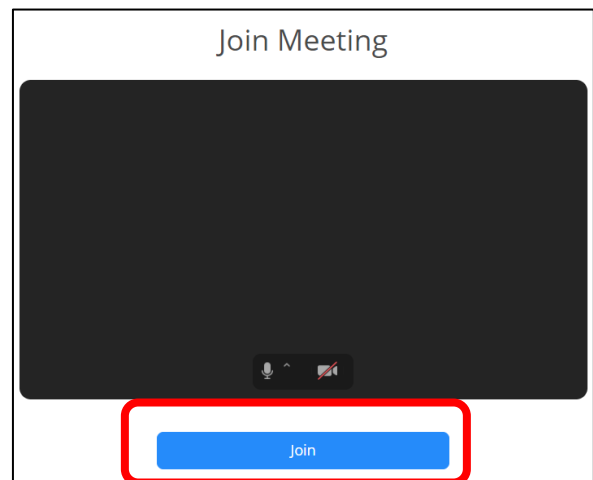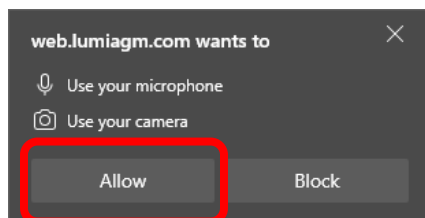
- After joining the meeting, you must connect your Computer Audio to hear the meeting proceedings. Click on the blue "Join Audio by Computer" button that pops up on the right-side panel of the virtual platform.
- If you do not receive the blue pop-up message, you can click on the "Join Audio" button in the lower left—hand corner of the right window to connect via your Computer Audio.
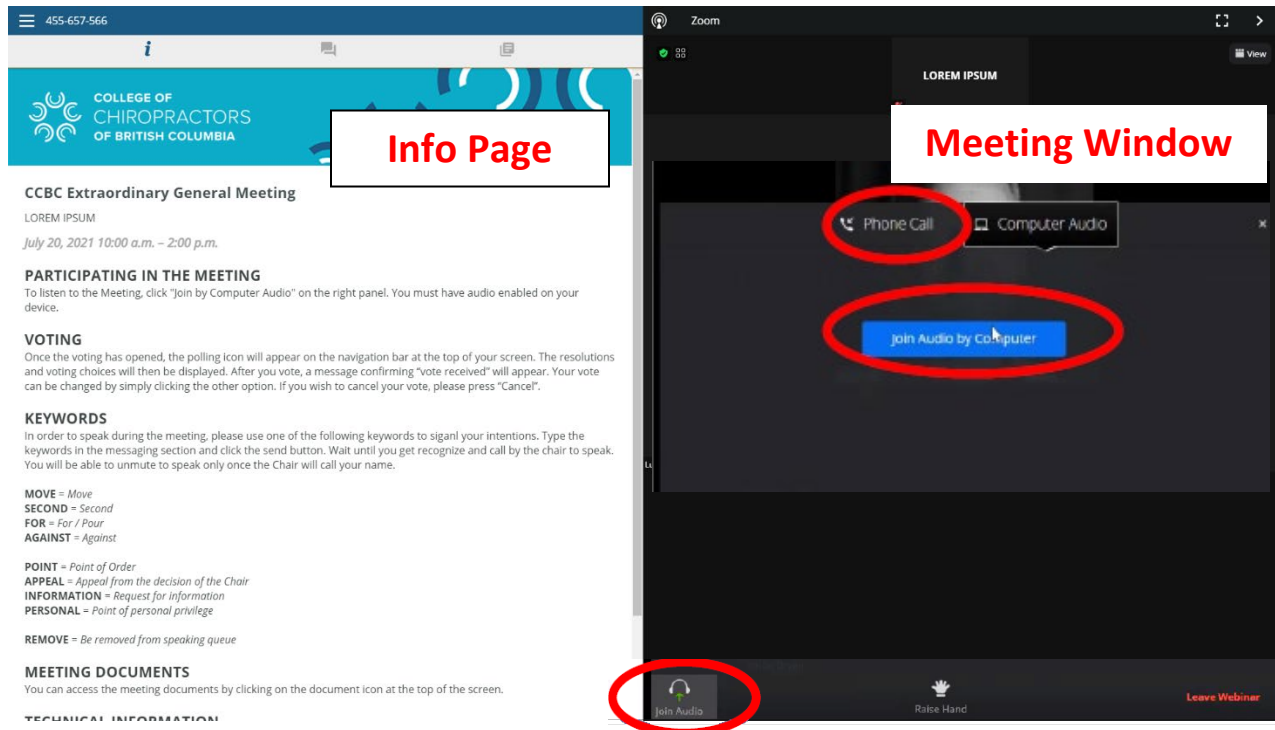
Step 4**: Orient yourself to the platform**

Once you have logged in and connected your audio, you will see an "Info Page" on the left side of your screen and the "Meeting Window" on the right side of your screen. This is what you will use each side for:
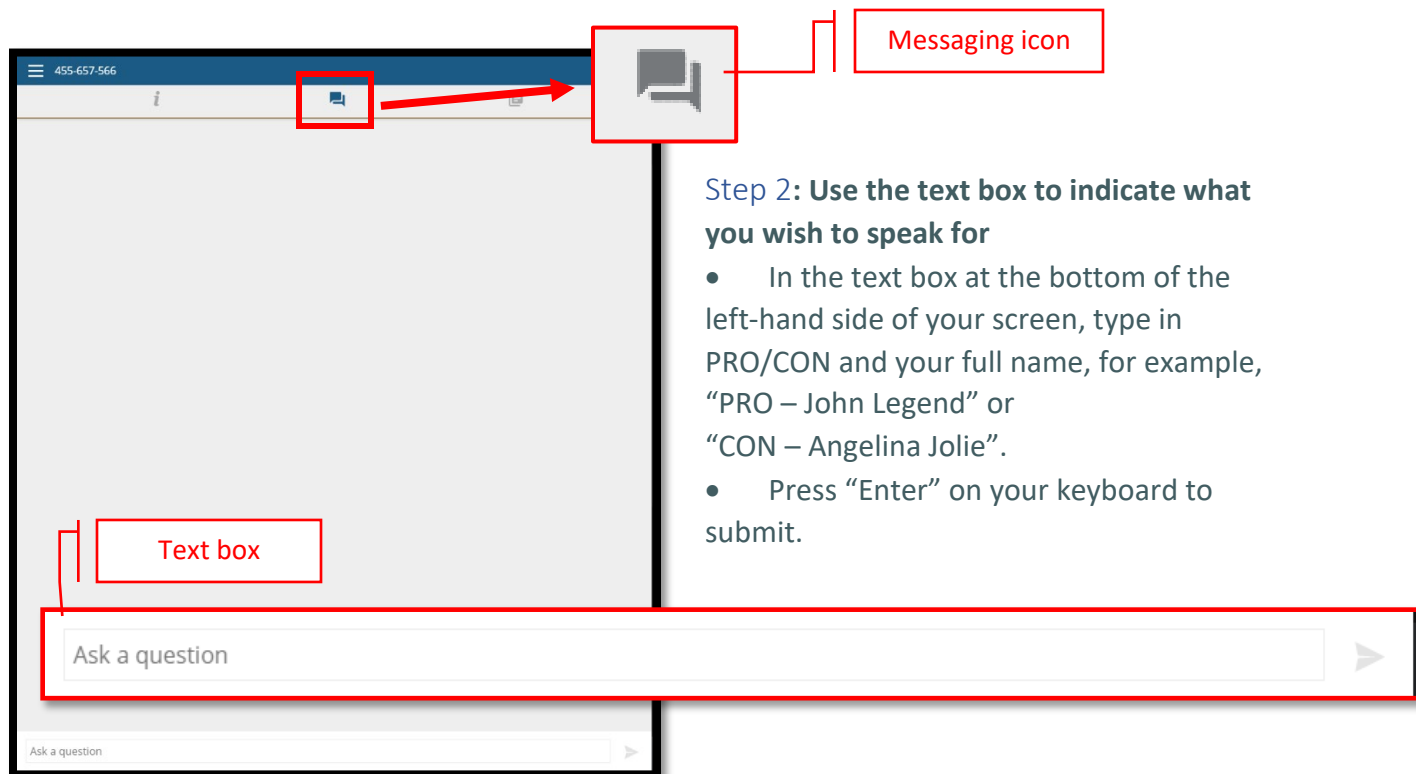
Info Page (Left)	Meeting Window (Right)
Use for: • Viewing Information (e.g., Agenda, standing rules, resolutions, etc.) • Submitting names to be added to the speaker list via the Messaging section • Voting on business and elections (Note: Voting and speaking are only available to CCBC Full Registrants)	Use for: • Viewing/listening to Zoom Webinar proceedings (e.g., PowerPoint presentation, timers, etc.) • Enabling audio to participate in the discussion, after being called by the Chair/staff • Testing computer audio

How to speak during the virtual meeting

During each resolution discussion period, FULL Registrants who wish to speak to the resolution must submit their names in the Messaging section to be added to the speaking queue. They will be asked to indicate if they wish to speak in favour [PRO] or against [CON] the resolution.

CCBC FULL registrants who wish to speak to the resolution may follow the steps below to submit their names and speak:

Step 1**: Click the Messaging icon in the upper menu bar (in the Info Page)**

Messaging icon

Step 2**: Use the text box to indicate what you wish to speak for**
- In the text box at the bottom of the left-hand side of your screen, type in PRO/CON and your full name, for example, "PRO – John Legend" or "CON – Angelina Jolie".
- Press "Enter" on your keyboard to submit.

Text box

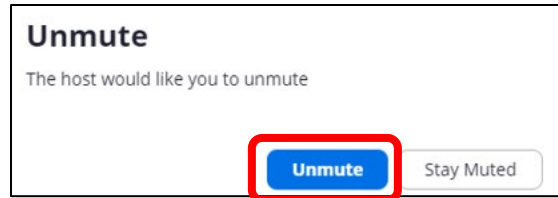Ask a question

- A message will confirm your request is received.

✔ Received

**Please note:

a) Any missing information may result in being excluded from the speaker list.
b) Please do not submit names for other attendees.

**: Click "Unmute" when being invited to speak**

- Staff will invite registrants who are on the speaker list to unmute themselves when it is their time to speak.

**Please note: Due to the time limit, any speaker who does not turn on their microphone within 30 seconds, after acknowledged by staff, will lose their opportunity to speak. We kindly ask all attendees to refer to this testing computer audio web page to learn how to test their audio to ensure they can fully participate during the meeting.

How to vote during the virtual meeting

- When a motion/resolution is put before the meeting, the poll will automatically pop up within the virtual platform in the left-hand screen.
- To vote, click on your selection to cast your vote.
- To change your vote, 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 selected vote will be submitted.
- Each poll will remain on the screen for **30 seconds**. The results will then be displayed.
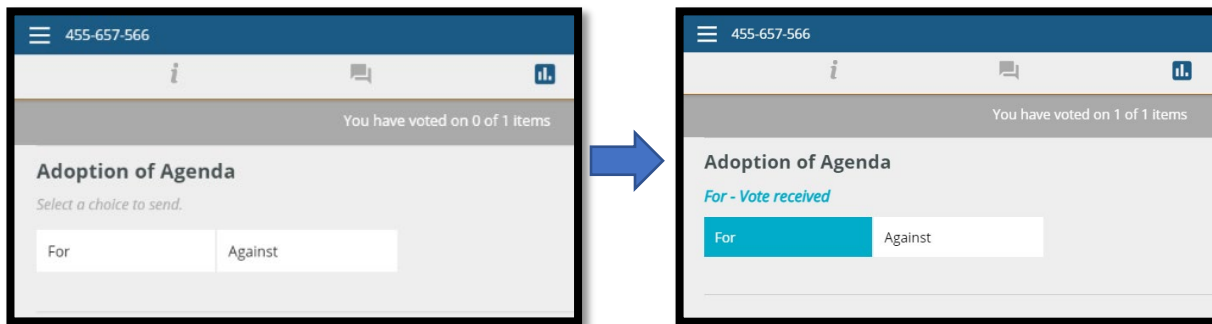
Where to go for help

- Should you have any questions regarding the operations of this webinar that are not answered in this document, or require any technical support before the EGM, please email info@chirobc.com. The last day for virtual office support prior to the EGM date will be from 8:30 a.m. to 4:30 p.m., Monday, July 19, 2021.
- The CCBC staff has taken many steps to help prepare participants and themselves for our virtual environment. Please be patient as we work through any challenges we may encounter.