

ZOOM WEBINAR USER GUIDE FOR CCBC BOARD MEETING OBSERVERS/ATTENDEES

Due to the current pandemic situation, the College of Chiropractors of BC (CCBC) will be conducting our Board meetings online via Zoom Webinar until it is safe to hold in-person meetings. To ensure everyone can fully participate, we have outlined our new virtual procedures below, complete with instructions.

Prior to the Meeting

1. Please send an email to info@chirobc.com to let us know of your interest in attending the virtual CCBC Board meeting. Please indicate your full name, e-mail address and the date of the Board meeting you would like to attend.
2. You will **receive a confirmation email** containing webinar joining information. Please do not share the link or passcode with others as it is unique to you. If you do not see this confirmation email within 5 business days, please send a follow-up email to info@chirobc.com.
3. **Download Zoom**
**For the best experience, we ask you to make some preparations by installing the Zoom application on your computer/mobile device. This will give you more functionality and ensure you can participate in the Board meeting. A few ways to [download the app](#):
 - a) Click the Test Link below to initiate the installation
 - b) Mac users can download Zoom from the [Mac App store](#)
 - c) Mobile apps for Zoom are available for iOS and Android in their respective app stores (search for Zoom)
4. **Test your Zoom application** in advance (Test Link: <https://zoom.us/test>)
5. Read "[Joining and participating in a webinar as an attendee](#)" for instructions if you are not familiar with Zoom Webinar.

About Zoom Webinars

Zoom Webinar is a view-only platform that allows the host (in this case, CCBC staff) to broadcast a Zoom meeting to its attendees. What does view-only mean? This simply means that as an attendee (or as an observer), you will not have audio and visual privileges (you will not be able to turn on your microphone or camera), but you will be able to see and hear from CCBC's pre-selected panelists (our Board members, CCBC staff and guests). Only the panelists can turn on their microphone and camera. As the host, CCBC staff can allow attendees to speak, but the attendee's camera will always remain off.

Board Meeting Procedures

- If time permits, the Board Chair may invite meeting observers/ attendees (you) to ask questions or make comments during the meeting. If you wish to speak, click the "Raise Hand" button when being invited, so the Chair will be notified that you would like to talk. Once the Chair announces your name, you may then unmute yourself and speak.
- Only Board members, including the Chair, are entitled to vote on the matters coming before the Board. If you see a poll pop up on your screen, please DO NOT participate in voting.
- Please refer to the "[Guidelines for Meeting Observers](#)" before attending the CCBC Board meetings.

Please note:

- **Unfortunately, CCBC staff are unable to provide technical support during the meeting. Please ensure your device can be used for Zoom Webinars by joining a [Test Meeting](#) prior to the meeting and refer to this "[Joining and participating in a webinar \(attendee\)](#)" guide.**
- Virtual Board meetings will be recorded for minutes purposes only.
- 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 Board meeting, please email info@chirobc.com.
- 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.