



Annual General Meeting

Saturday, November 25, 2023 from 10:00 a.m. to 12:00 p.m. PST

ZOOM USER GUIDE FOR MEETING ATTENDEES

The College of Chiropractors of BC (CCBC) will be conducting our 90th Annual General Meeting (AGM) online via Zoom Webinar on Saturday, November 25, 2023. To ensure everyone can fully participate, we have outlined our virtual procedures below, complete with instructions.

PRIOR TO THE MEETING

1. Anyone who wishes to attend the virtual AGM **must register through the [Webinar Registration web page](#)**.
2. Registration submitted after **11:59 p.m. on Thursday, November 23, 2023** will not be approved due to the very limited staff availability on the day of and the day before the AGM. Please register early to ensure a smooth registration process.
3. Anyone who registers before the November 23, 2023 deadline should receive their meeting credentials via email (Sender: no-reply@zoom.us) no later than 3:00 p.m. on November 24, 2023. If it appears that this email is missing, please search "no-reply@zoom.us" or "2023 CCBC Annual General Meeting" in your email inbox or junk mail. Please do not share the Zoom link or password with others as it is unique to you.
4. For the best experience, we ask you to prepare for the meeting by **installing the most up-to-date Zoom application** on your computer/mobile device. This will give you more functionality and ensure you can fully participate in the AGM. Before joining the meeting, please download and update to the latest version of the Zoom software by visiting: <https://zoom.us/support/download>.
5. **Test your Zoom application** in advance (Test Link: <https://zoom.us/test>).
6. **Read "[Joining and participating in a webinar as an attendee](#)" for instructions** if you are not familiar with Zoom Webinar.

ABOUT ZOOM WEBINARS

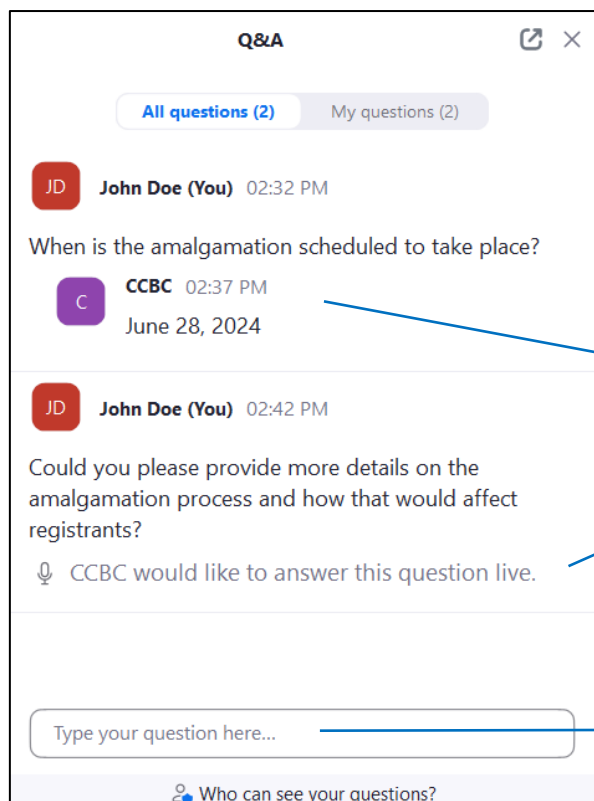
Zoom Webinar is a view-only platform that allows the host (in this case, CCBC staff) to broadcast a Zoom meeting to its attendees. What does view-only mean? This simply means that as an attendee, you will not have audio and visual privileges (you will not be able to turn on your microphone or camera),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

ASKING QUESTIONS DURING THE AGM

During the CCBC AGM, attendees who wish to ask questions about the [2022-2023 Annual Report and Audited Financial Statements](#) will be required to use Zoom's **Q&A feature** to submit their questions.



You can open the Q&A window by clicking the “Q&A” icon at the bottom of your Zoom platform. If you are joining the AGM with a mobile device (tablet or smartphone), the “Q&A” icon can be found in the upper right corner of the screen. Below is what the Q&A window looks like:



Some questions may be answered directly via text in the Q&A window.

Some questions may be answered live if you see “CCBC would like to answer this question live” below the question.

Attendees can submit their questions here.

Please note: CCBC staff will monitor the submitted questions and will indicate whether the questions will be answered live or via text. Repetitive or irrelevant submissions may not appear in the Q&A list.

Trouble Shooting

- Unfortunately, CCBC staff are unable to provide technical support on the day of 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.
- If you are experiencing difficulty joining the Zoom Webinar, please confirm that the email address you used to register for this meeting matches the Zoom account you are using to join.
- If you encounter any technical issues during the virtual AGM, it is possible that the Zoom application you are using is not the most up-to-date version. To resolve any technical problems, kindly exit the meeting and install the latest Zoom software from <https://zoom.us/support/download>. Afterward, rejoin the meeting.

For Your Information

- This AGM will be recorded by CCBC staff for minute-taking purposes. Audio or visual, or audio and visual record or transmittal by any attendees of any meeting is not permitted.
- 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 AGM, please email info@chirobc.com. The last day for virtual office support prior to the AGM date will be **from 8:30 a.m. to 4:30 p.m., Friday, November 24, 2023.**
- 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.