Zoom Webinar Conference Guide

1 Zoom Features

You can ask technical and informational questions during the conference using the Q&A feature. Click on the icon to open the Q&A Window. Actions can be made through the "Get Recognized" Form.

When called on by the Bishop, Raise and Lower your hand by clicking the Raise Hand icon. It is gray when lowered; it will turn blue when raised. Leadership can see your hand when it is raised (blue). You will then receive a prompt to unmute your mic. *Unmute your mic by clicking "Unmute myself"*, and then speak.

3 Get Recognized

The **Get Recognized** form will direct any parliamentary actions submitted directly to the presiding Bishop and Head Table. You can submit requests to make a motion or amendment, speak for or against, call the question, make a point of order, or request a moment of personal privilege.

This form can be accessed on the voting site, and it will also be linked in the Zoom Webinar chat.

To be recognized, you will enter your first and last name, select the action you wish to take, and then add the text of the request you are making. This may be the text of the motion or amendment you are making, or additional information that may be relevant to your action.

Your submission will populate into a queue that the presiding bishop will reference as they are conducting the business of the conference.

If the bishop calls on you to speak to your action, use the *Raise Hand* feature in Zoom to identify yourself. You will be prompted to unmute your microphone and speak.