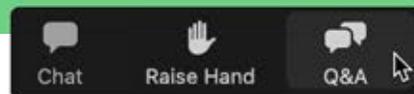# Zoom Webinar Conference Guide

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.
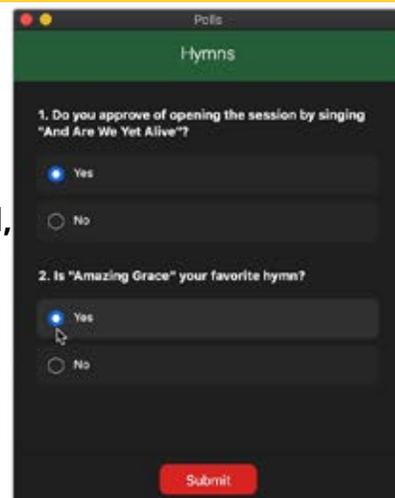
2 Voting with Zoom Polls

The polling features allows the bishop to conduct electronic voting. When the bishop calls for a vote, the polling window will appear on your screen.

Select your answer and click the red "submit" button. Make sure to choose your answer carefully – **once the poll has been submitted, you cannot change your answer.** After you submit your answer, the polling window will disappear.

Some polls may include more than one question. All of the question will be visible in the same polling window, so **be sure to select answers for all of the questions before you submit.**

When all of the answers have been submitted or the moderator closes the submission period, we will wait a few moments for the results to populate. The moderator may then share the results on-screen for you to see.

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.

Help Me # Need Help? Visit our online resources at **gntv.info/zoom** or call our Tech Support Hotline at **(478) 245-4042**