**SPAA AGM 2021 - using Zoom**

Before the AGM you will receive an email from the SPAA Secretary, inviting you

to join the Zoom meeting. You will be able to join the meeting by clicking on the link

in the email. It does not require you to install any software, as it will connect using your web

browser.

You can connect to the meeting with any device which can run a normal web browser,

including a computer, tablet or smart phone.

If you haven’t used Zoom before, you will be asked to enter your name and select whether you would like to enable or disable both a webcam and microphone. Your web browser may also ask you for permission for the page to use your microphone or webcam.

**Mute/unmute:-**

Whilst in the meeting, the meeting host will mute all attendees apart from the Chair. In the top right of your image is the mute/unmute button. When you wish to speak please unmute and then when you have finished mute yourself.

**Asking questions:-**

At the bottom of your screen is a menu of options. One of these is called ‘Reactions’. If you click on this you have various options including a waving hand and a thumbs up. If you wish to ask a question please click on the waving hand and a had will appear in the corner of your image. The Chair will invite you to ask your question.

**Voting:-**

When we need to vote during the meeting, please go to the ‘Reactions’ button and click on the Thumbs Up if you wish to vote ‘Yes’. Please click on the open mouth face if you wish to vote ‘No’ and do not click on any option if you wish to abstain.

**Chat box:-**

We will also monitor the chat box and you may pose a question in this box too. You can chose to put the question to everyone or select one person to ask.

If you have any concerns about your ability to join or participate in the AGM, please email

[committee@swallowfieldpaa.org](mailto:committee@swallowfieldpaa.org) prior to the AGM and we will try to help in any way we can.