



Tech Specs and Instructions for In-person Voting Members

Requirements:

- You must provide your own voting device.
- Any mobile phone, tablet, or laptop that can access the internet will work for the voting.
- Any web browser will work, other than Internet Explorer.
- Please bring your voting device fully charged.



Step #1: Connect to the virtual platform.

- Click on the meeting link in the email you received to access the virtual meeting: <https://web.lumimeet.com/281776175>.
- You can also scan the QR code here.

Step #2: Select “I agree” and click ACCEPT.

Step #3: Log in to the virtual platform.

- Type your email address on the top line.
 - Email address you used to register for convention
- Type your password on the lower line.
 - As emailed to you by Sigma on 1 November 2023
- Click “Login.”

Step #4: Select “In Room Participant” and click OK.

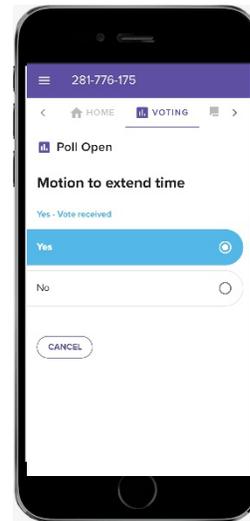
You are now ready for the meeting.

Keep your device at hand and keep this page open for voting.



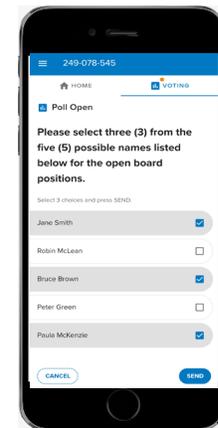
How to Vote – Single Choice

- When a vote is opened by the Chair, click on the VOTING tab from the top menu bar.
- Touch your choice and it will be highlighted.
- You will see a “vote received” confirmation text of your vote.
- To change your vote, simply touch another selection.



How to Vote – Multi Choice

- When a vote is opened by the Chair, click on the VOTING tab from the top menu bar.
- Touch your choice(s) and it will be highlighted.
- Once you have selected the required number of choices from the list, you will need to click on the “Send” button on the bottom right of the screen.
- You will then see a “vote received” confirmation text of your vote.
- To change your vote, simply touch another selection.



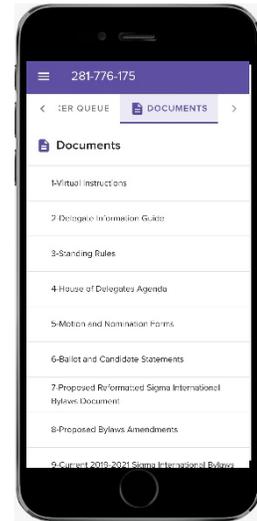
How to Speak From the Floor

- Should you wish to speak from the floor, please walk to a microphone in the room.
- Give your name to the microphone concierge; they will enter you into the speaker queue.
- Please wait to be called upon by the Chair.
- Once called upon, please approach the microphone, introduce yourself, and begin speaking.
- You can ignore the SPEAKER QUEUE tab from your virtual platform. This is only for virtual attendees.



How to View Documents

- Click on the DOCUMENTS module from the top menu.
- Click on the document that you would like to view.
- You can read it within the platform, or you can download it for viewing later.



Technical Assistance

Prior to the start of the House of Delegates meeting, please visit the Delegate Information Desk. Once the House of Delegates is in session, please visit the voter expeditor desk located in the back of the meeting room or contact delegatesupport@sigmanursing.org.

Practice Sessions for In-Person Delegates

- There will be a few different designated times for all delegates to practice logging in to the virtual platform before the hybrid meeting. We encourage all delegates to try logging in to the virtual platform at some point during the below time to ensure that you are prepared for the hybrid House of Delegates.
- Log in to the platform anytime during one of the Test Your Tech days to test your login credentials:
 - **Monday, 6 November–Monday, 13 November: Log in anytime between 7:00 a.m.–5:00 p.m. Eastern each day.**
- If you would like to listen to a LIVE delegate orientation for a presentation on how to use the virtual platform and receive hands-on practice of the voting module, please join us at the below day/time. ***YOU MUST USE A LAPTOP/DESKTOP COMPUTER TO LISTEN TO THIS LIVE ORIENTATION SESSION.***
 - **Tuesday, 7 November at 9:00 a.m. Eastern**