



Tech Specs and Instructions for Virtual Voting Members

This instruction sheet will help virtual delegates navigate the hybrid meeting platform. We have included information about how to log in to the hybrid platform, how to join the speaking queue, and what to do if you are having technical problems. Please read this instruction sheet prior to your attendance at the House of Delegates. We also recommend that you attend one of the Test Your Tech days and the LIVE delegate orientation. See page 9 for more information. If you need technical assistance, contact delegatesupport@sigmanursing.org.

Virtual Delegate Requirements:

- You must join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile devices, such as iPhones, Androids, or any mobile phones, are not supported virtually.
- Tablets and iPads are not supported for virtual delegates.
- It is recommended to use **Chrome**. New Edge (Chromium) and Firefox are also supported browsers. Do not use 'Legacy' Edge, Internet Explorer, or Safari.

Step #1: Click on the virtual meeting link from the email that was sent to you.

- Click on the meeting link in the email you received from Sigma to access the virtual meeting platform: <https://web.lumimeet.com/281776175>.
- Read the Supported Devices information, select the "I agree" box, and click ACCEPT.

Step #2: Log in to the virtual meeting platform.

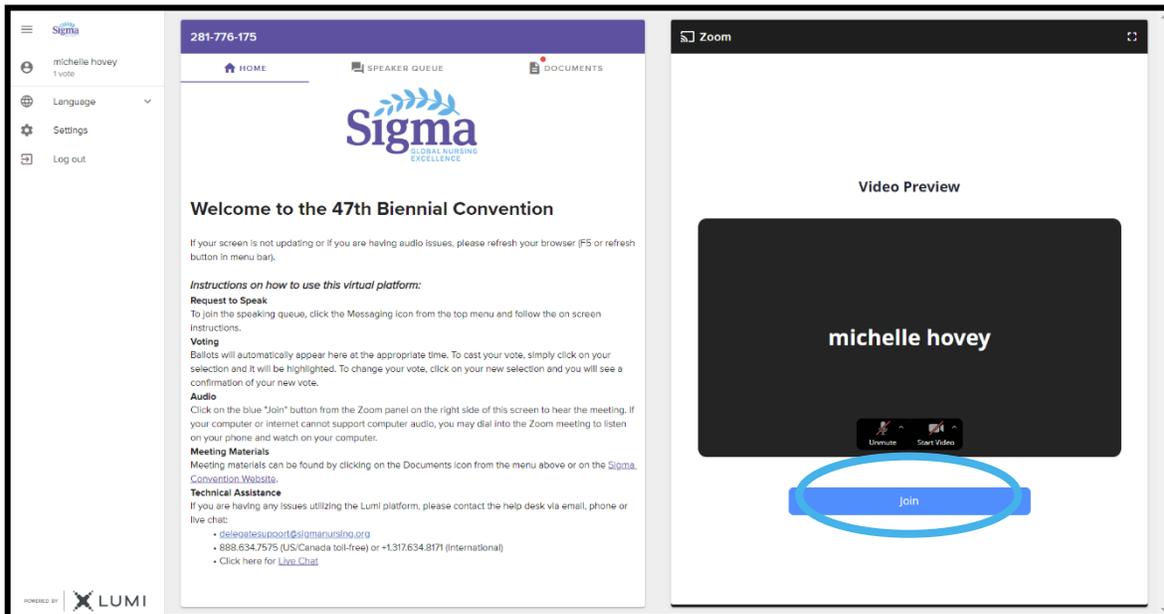
- Type your email address on the top line.
 - Email address you used to register for convention
- Type your password on the lower line.
 - As emailed to you by Sigma on 1 November 2023
- Click "Login."



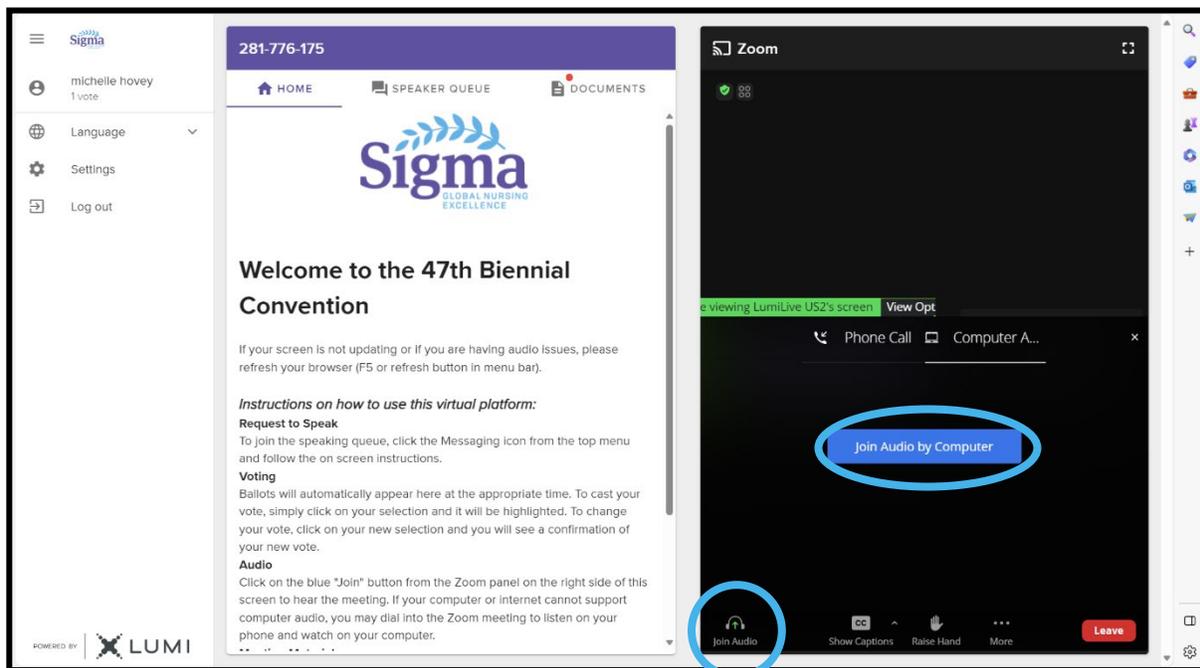
Step #3: Select “Remote/Virtual Participant” and click OK.

Step #4: Connect to Zoom.

- After logging in to the virtual meeting platform, you must join the Zoom webinar.
- Click the blue “JOIN” button from the Zoom panel on the right.



- You must then select your audio setting. Click on the “Join Audio” button and select “JOIN AUDIO BY COMPUTER” if you wish to use your computer speakers to listen to the meeting.



Virtual Delegate: Virtual Meeting Page Layout

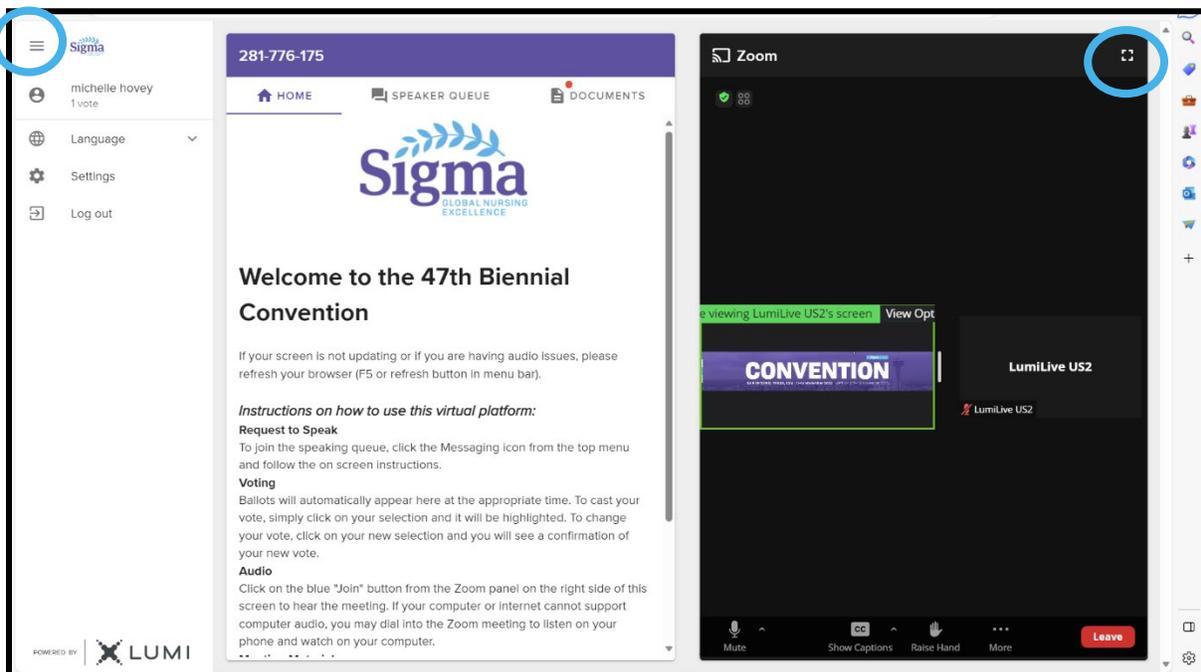
Once you have logged in to the virtual meeting and connected to the Zoom session, you are ready for the virtual meeting. You will see the homepage on the left side of your screen and the Zoom window on the right side of your screen. This is what you will use each side for:

Homepage/Speaker Queue/ Documents (left side of screen)	Zoom window (right side of screen)
<p>Use for:</p> <ul style="list-style-type: none"> • Viewing Information • Entering the speaking queue • Voting on motions • Viewing documents 	<p>Use for:</p> <ul style="list-style-type: none"> • Viewing/listening to meeting proceedings • Raising your hand to speak after being called • Enabling audio to participate in the discussion, after being called on by the Chair

Virtual Delegate: Configure Your Platform

After logging in to the virtual meeting platform, you can make a few adjustments for a better viewing experience:

- Click on the three lines in the upper left-hand corner to minimize the left menu bar.
- Click on the white square box in the upper right-hand corner to maximize the Zoom panel to make it easier to see the presentation.
- Once the Zoom panel is maximized, click on the white X icon to minimize it again.

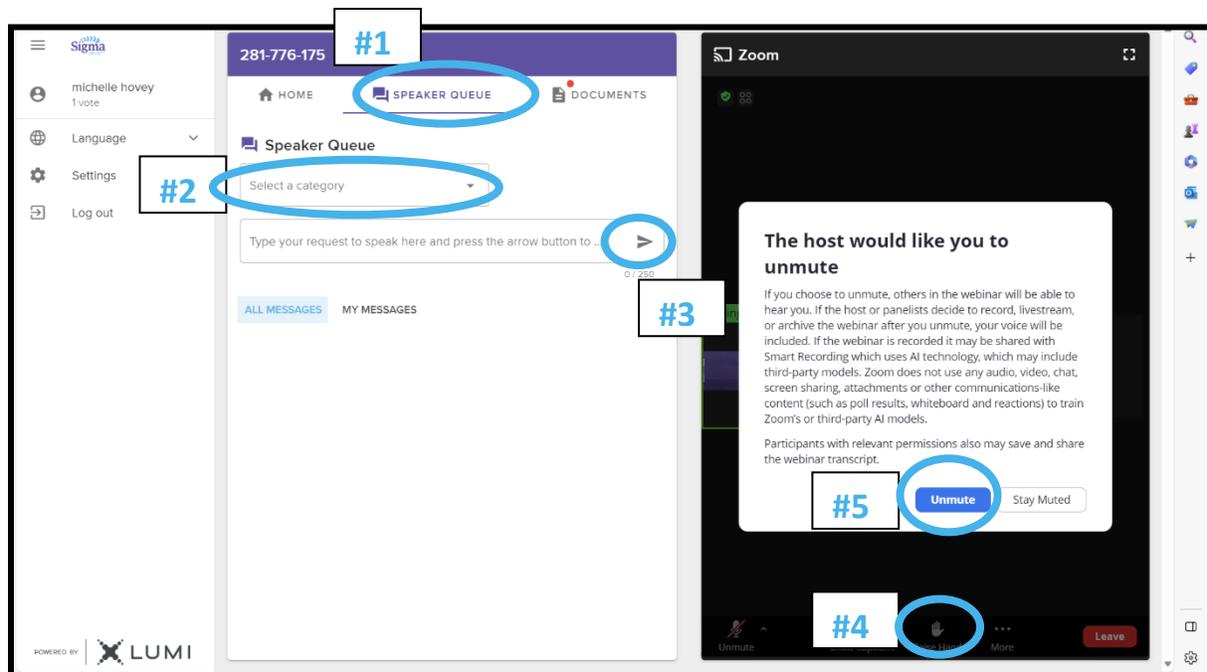


Virtual Delegate: Speaking During the Meeting

Speaking from the virtual floor is a 5-step process:

Click on the SPEAKER QUEUE tab from the top menu bar to go to the speaker queue page.

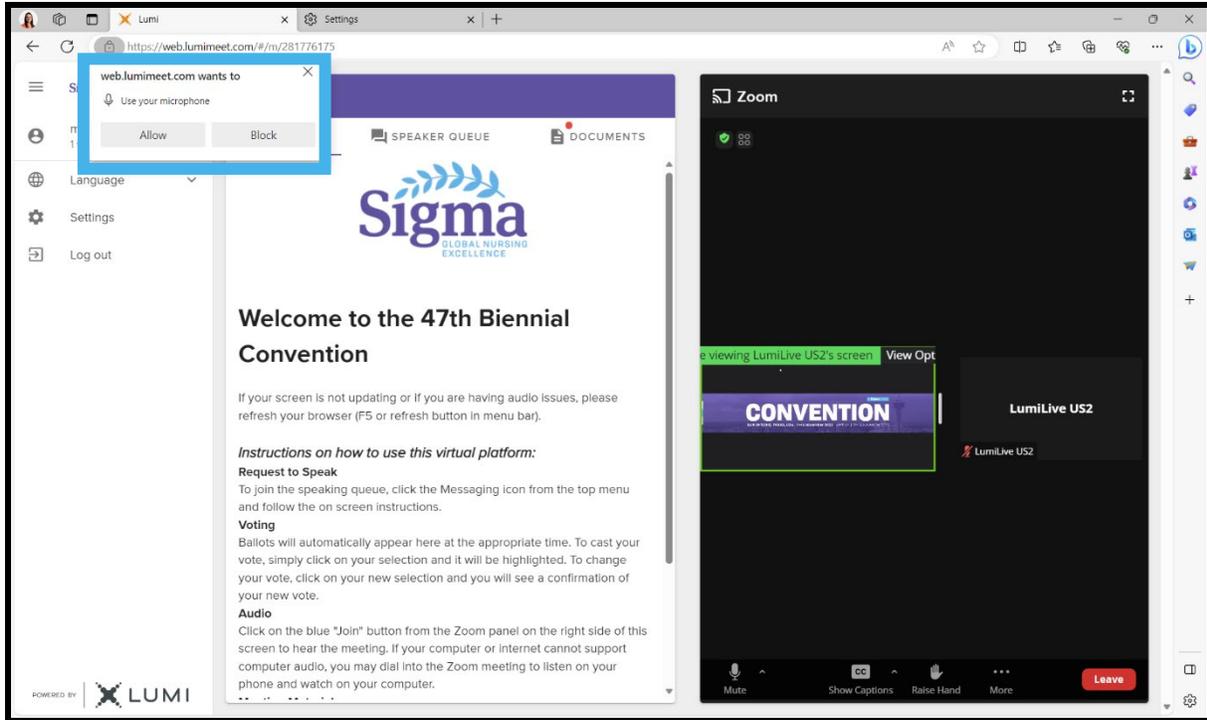
- **Step 1:** Click on the SPEAKER QUEUE tab from the top menu to go to the speaker queue page.
- **Step 2:** Select the topic that you would like to speak on from the drop-down list.
- **Step 3:** Press the arrow icon to submit your request.
- **Step 4:** When called upon to speak, raise your hand in Zoom. The “Raise Hand” button is at the bottom of the Zoom panel and will turn green once you have clicked on it.
- **Step 5:** The production staff will ask you to unmute. When you receive the popup in Zoom, click the blue “Unmute” button from the Zoom panel. You may now state your name and begin speaking.



You will then receive a popup box on the top left corner of your page.

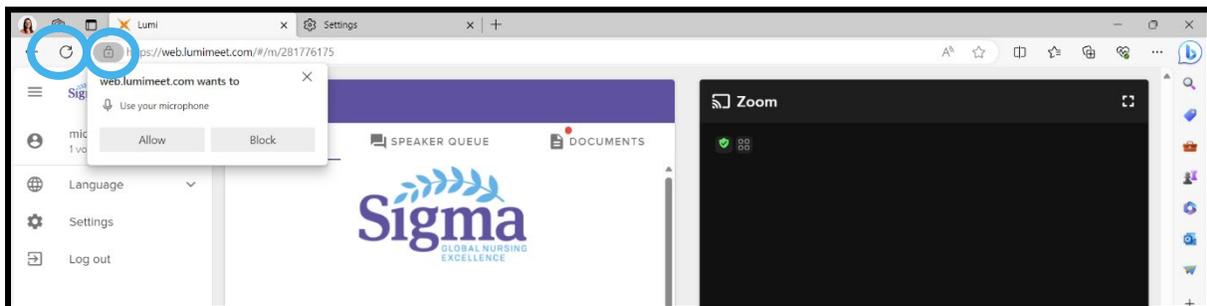
CLICK ALLOW.

This will give your browser permission to use your microphone so that you can be heard in the Zoom. You will only see this popup box once; your browser will remember the settings going forward.



Virtual Delegate: Microphone Troubleshooting

- When you are speaking, the microphone icon in the Zoom session will turn green.
- If you cannot be heard while speaking, click on the **padlock icon** from your web browser (just to the left of where you would type in a web address) to bring up an options menu.
- After clicking on the padlock icon from your web browser, you will see this popup menu. Make sure it says **ALLOW** next to the microphone.
- If you still cannot be heard, please refresh your browser by clicking on the circular arrow button to the left of where you would type in a web address.

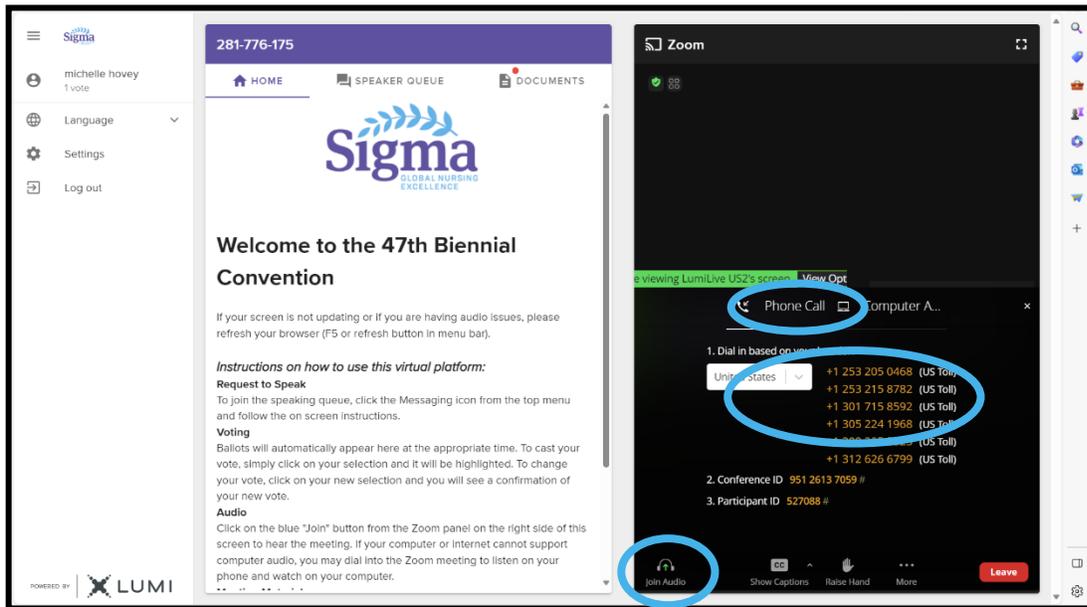


Virtual Delegate: Audio Troubleshooting

- If your internet is not stable enough to stream the Zoom meeting or your audio connection is choppy, you can click on the **“Phone Call”** option instead of the **“Join Computer Audio”** button.

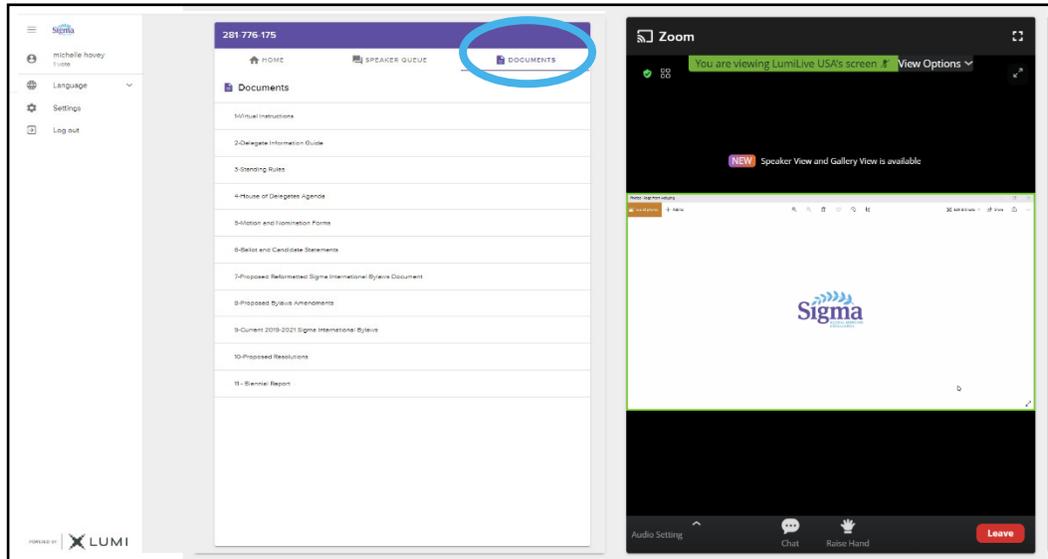
- This will give you the phone number to call in to the Zoom meeting to listen to the audio stream on your telephone. You will still watch the meeting in Zoom on your laptop and you will still participate in the voting and speaker queue in the virtual platform on your laptop. You will simply listen to the meeting on your telephone instead of through your computer speakers.
- If you have already joined with your computer audio but would like to call in on the phone instead, click on the up arrow button next to “Audio Settings” from the lower left-hand corner of the Zoom panel.
- A menu will pop up and you can then select “Leave Computer Audio” and then select the “Phone Call” option instead.

**Scroll down in the list of phone numbers to find the toll-free options.*



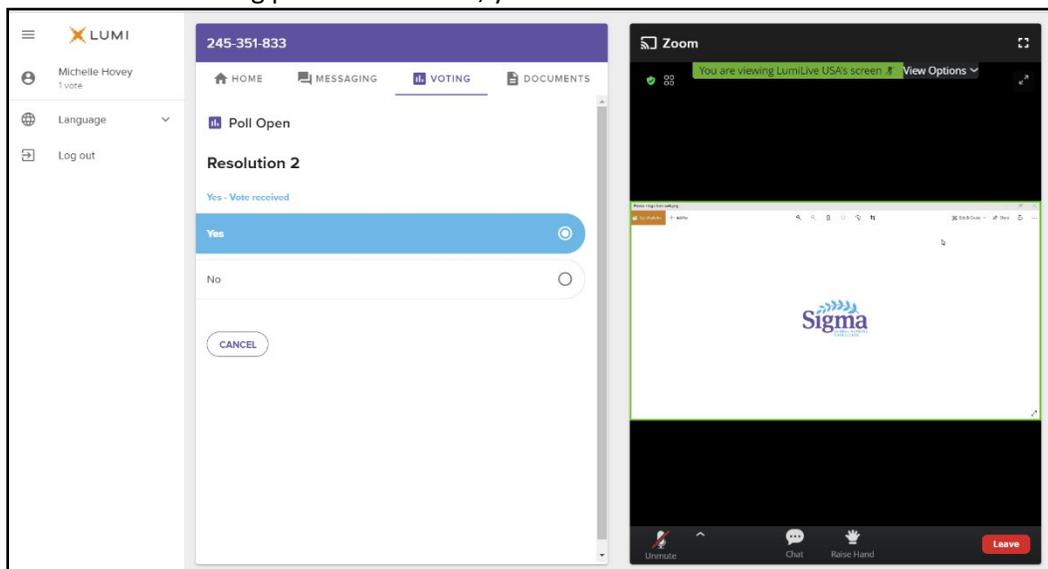
Virtual Delegate: How to View Documents

- You can click on the DOCUMENTS tab at any time during the meeting to view documents.
- Click on the document name to open that document within the virtual platform.
- Click on the download button to save the document outside of the virtual platform.



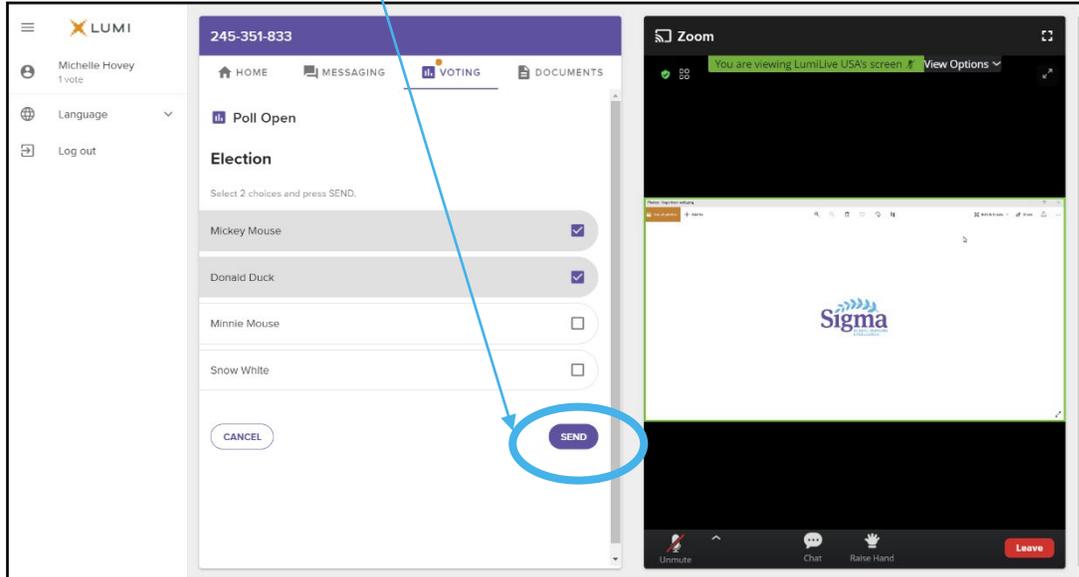
Voting: Single Selection

- When a motion or resolution is put before the meeting, the voting will automatically pop up within the virtual platform on the left. Simply click on your selection to cast your vote.
- To change your vote, simply click on another selection.
- You may change your vote at any time while the voting period is open.
- When you only need to select one response, there is no submit button.
- Once the voting period has closed, your last vote will be submitted.



Voting: Multiple Selections

- When an **ELECTION** with more than one seat is opened in the voting platform, click on all of your selections. Your selections will be highlighted on your screen.
- Then you must press the **SEND** button at the bottom of the screen to submit your ballot.
- If you change your mind, you may press the **CANCEL** button and make your new selections and then press the SEND button once again with your new selections.



Virtual Delegates: Best Practice Tips

For the best meeting experience, follow these tips:

- You must join the meeting on a **desktop** or laptop **computer**; do not join on a mobile device.
- We recommend using the **Chrome** web browser for the best experience. Microsoft Edge and Firefox are also supported browsers. Do not use Internet Explorer or Safari.
- If possible, connect to the internet via an Ethernet cable. If using Wi-Fi, ensure that you are close to your wireless router and that your connection is stable.
- Do not watch the meeting in the same location with other attendees if the internet is not stable enough to handle more than one device streaming the meeting at a time.
- Headsets are helpful for hearing audio more clearly.

Watching With a Group

- If you are watching the virtual meeting remotely with a group of other individuals, make sure the internet connection in that location can handle more than one device streaming at a time.
- It is recommended to only have one device streaming the Zoom meeting for everyone to watch, and each individual logged in to the Lumi platform for voting only. Do not connect to the Zoom meeting inside the platform. Please contact Sigma for more instructions on how to set up a viewing group.

Getting Connected

The following tips will help you get connected to the meeting:

- Log in to the platform during the Test Your Tech practice session to test your login credentials and audio connection.
- Check your internet connectivity.
- Check your headset for speaker and microphone.
- Log in to the Lumi platform 15 minutes before the meeting start time.
- Familiarize yourself with Zoom:
 - Unmute: This button is in the lower left corner of the Zoom panel.
 - Raise Hand: The raise hand button is at the bottom of the Zoom panel.

Practice Sessions for Virtual 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 log in credentials and test your computer speakers:
 - **Monday, 6 November–Monday, 13 November from 7:00 a.m.–5:00 p.m. Eastern**
- Log in to the platform during the LIVE delegate orientation time for a presentation on how to use the virtual platform and receive hands-on practice of the voting module as well as the ability to practice speaking from the floor to test your computer microphone:
 - **Tuesday, 7 November at 9:00 a.m. Eastern**

Troubleshooting

If you have technical issues, contact the help desk at delegatesupport@sigmanursing.org. Please note that unless there is a widespread outage in one area, proceedings will continue.

FAQs

- **How do I log in to the Lumi platform?**
Use the same email address you used to register for convention. The password was emailed to you by Sigma on 1 November 2023.
- **Does the platform allow for voting members to group chat with each other and other voting members during the meeting?**
Voting members are responsible for determining a preferred method of communication outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.
- **What if two of us are watching together at home?**

If you are watching the meeting with someone else, you can both watch the Zoom proceedings on one device; however, the second person will need to log in with their own credentials on a second device if they are a voting member and need to cast their vote.

If you are logged in on two devices at the same time and one of you will be speaking in the meeting, make sure you mute the audio connection on the other device with the Zoom meeting, as not to cause feedback.

- **Can I use a mobile device or tablet?**

No, virtual delegates cannot use a mobile device or tablet to listen to the audio of the Zoom panel. Please join the virtual meeting on a laptop or desktop computer to listen and watch the virtual meeting.

Yes, you can use a mobile device or tablet for voting purposes only. You will not be able to listen to the meeting on a mobile device or tablet, but you will be able to vote on a mobile device if you are watching the Zoom meeting on someone else's laptop.

- **Which browsers are supported?**

It is recommended to use Chrome.

New Edge (Chromium) and Firefox are also supported.

Do not use 'Legacy' Edge, Internet Explorer, or Safari.