

Hybrid Meeting Instructions for IN PERSON Voting Members of the Sigma House of Delegates

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://meetings.lumiconnect.com/200-542-976-560>
- Or scan the QR Code here



Step #2: Tick “I Agree” and click ACCEPT

Step #3: Log in to the virtual platform:

- Use the email address on file with Cvent
- Your unique password was emailed to you
- Click “Login”

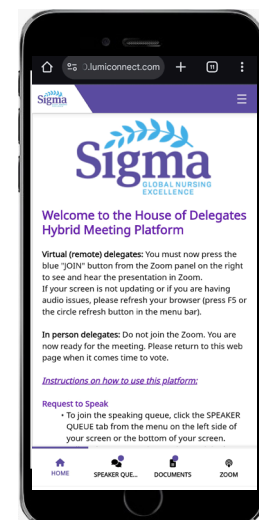
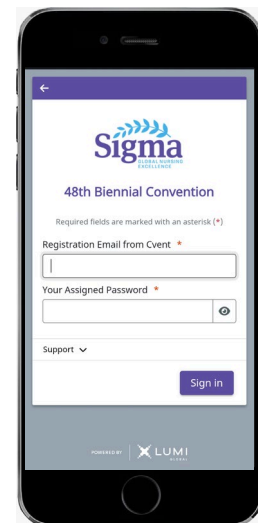
Step #4: Select “In Room Participant” and click OK.

- This will disable the Zoom within the platform.
- Please watch the meeting live in the room.

You are now ready for the meeting.

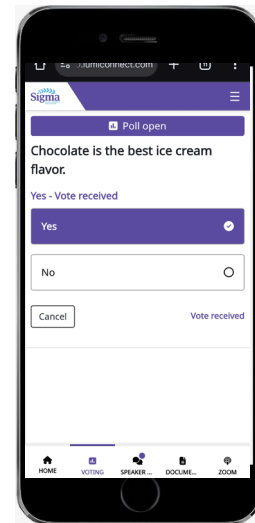
Keep your device handy and keep this page open for voting.

The vote will pop up once the Chair has opened the voting period.



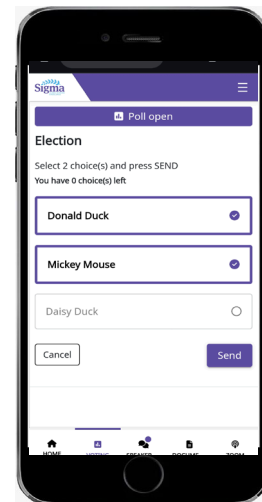
How to Vote – Single Choice

- When a vote is opened by the Chair, it will automatically pop up on your screen.
- If you do not see the vote, click on the VOTING tab from the bottom 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.
- There is NO SEND button for only once choice.



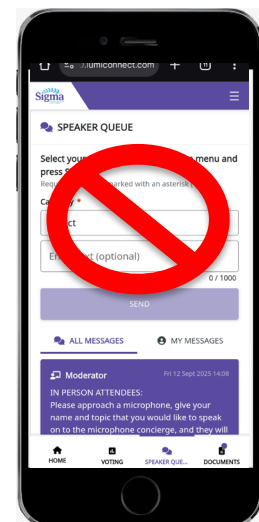
How to Vote – Multi Choice / Election

- When a vote is opened by the Chair, it will automatically pop up.
- If you do not see the vote, click the VOTING tab.
- Touch all your choice(s) and they 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.



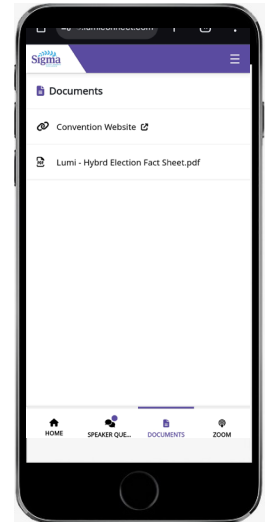
How to Speak from the Floor

- 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 bottom 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.
- Once you are finished reading a document, click the back button from the top to return to the list of documents.



Technical Assistance

Please contact delegatesupport@sigmanursing.org or visit the help desk located in the back of the meeting room for questions or technical assistance.

Practice Sessions for In Person Delegates

- There will be a few different designated times for all delegates to practice logging into the virtual platform before the hybrid meeting. We encourage all delegates to try logging into the virtual platform at some point during the below time to ensure that you are prepared for the hybrid convention.
- Log into the platform anytime during one of the Test Your Tech days to test your log in credentials:
 - **Monday, November 3rd – Sunday, November 9th**
 - **Log in anytime between 7:00am – 5:00pm Eastern each day**
- If you would like to listen to a LIVE Delegate Orientation for a presentation on how to use the virtual platform, hands on practice of the voting module, and ability to ask questions, please join us at the below day/time.
PLEASE USE A LAPTOP/DESKTOP COMPUTER TO JOIN TO THIS LIVE ORIENTATION.
 - **Wednesday, November 5th at 9:00am Eastern Time**