



## How to use Zoom

The 2021 Synod meeting may be held online through Zoom Webinars and Zoom Meetings. Many people will be familiar with the platform but for some it may be a new experience. These instructions have been provided to walk you through how to use the platform.

### Equipment requirements

You will require the items listed below. If you do not have access to these items please contact [synod@sa.uca.org.au](mailto:synod@sa.uca.org.au) or 8236 4000.

#### 1.1 A personal device with multiple screens or multiple devices

Each individual will require their own personal device with either multiple screens or an additional device e.g laptop, computer, tablet, smart phone. This is so you can view your reports, etc as well as participate in the Zoom webinar meeting at the same time. Alternatively, you will need to print your reports so that you can refer to them during the meeting.

Your device for the Zoom webinar and Zoom working groups will need to be connected to a webcam camera and a microphone. Some devices such as laptops, smart phones and tablets have webcams and microphones built in.

Have your device charger nearby to prevent your device from turning off when the battery runs out.

#### Speakers or headphones

You will require a way to hear the sound of the meeting. This may be through speakers or headphones connected to your device.

#### Video

Your camera will automatically be off when you join the meeting.  
If you have a question – you will be asked to turn your camera on.

#### Microphone

Your microphone will be automatically muted when you join the meeting.  
If you have a question – you will be asked to turn your microphone on.

#### 1.2 Internet connection

This meeting will require a reliable internet connection. You will also need to have access to your emails. You will be sent emails during the meeting for items such as ballots.

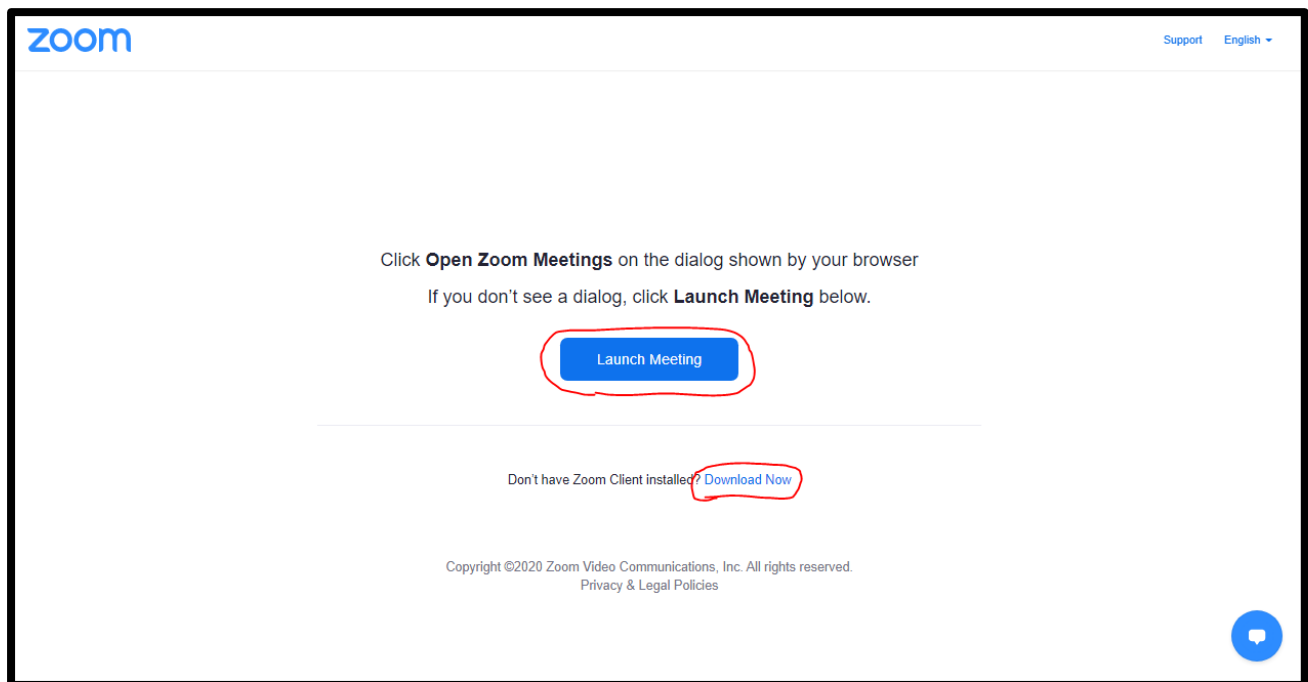
## 2. How to download Zoom

Ensure you have the latest version of the Zoom app. You can test your Zoom via <https://zoom.us/test>. Please do this test prior to 30 January.

Download the Zoom app on your device


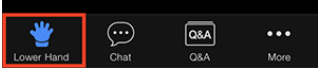
Device	Operating System	Link to download Zoom
Smartphones and tablets	Apple	<a href="https://apps.apple.com/us/app/id546505307">https://apps.apple.com/us/app/id546505307</a>
Smartphones and tablets	Android	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>
Computers and laptops	Apple and windows	<a href="https://zoom.us/download#client_4meeting">https://zoom.us/download#client_4meeting</a>

Alternatively, when you click the link to start the meeting which is located in the confirmation email you receive, you will be taken to a web browser. Click 'Download Now' and Zoom will download automatically on your device.



### 3. During the meeting

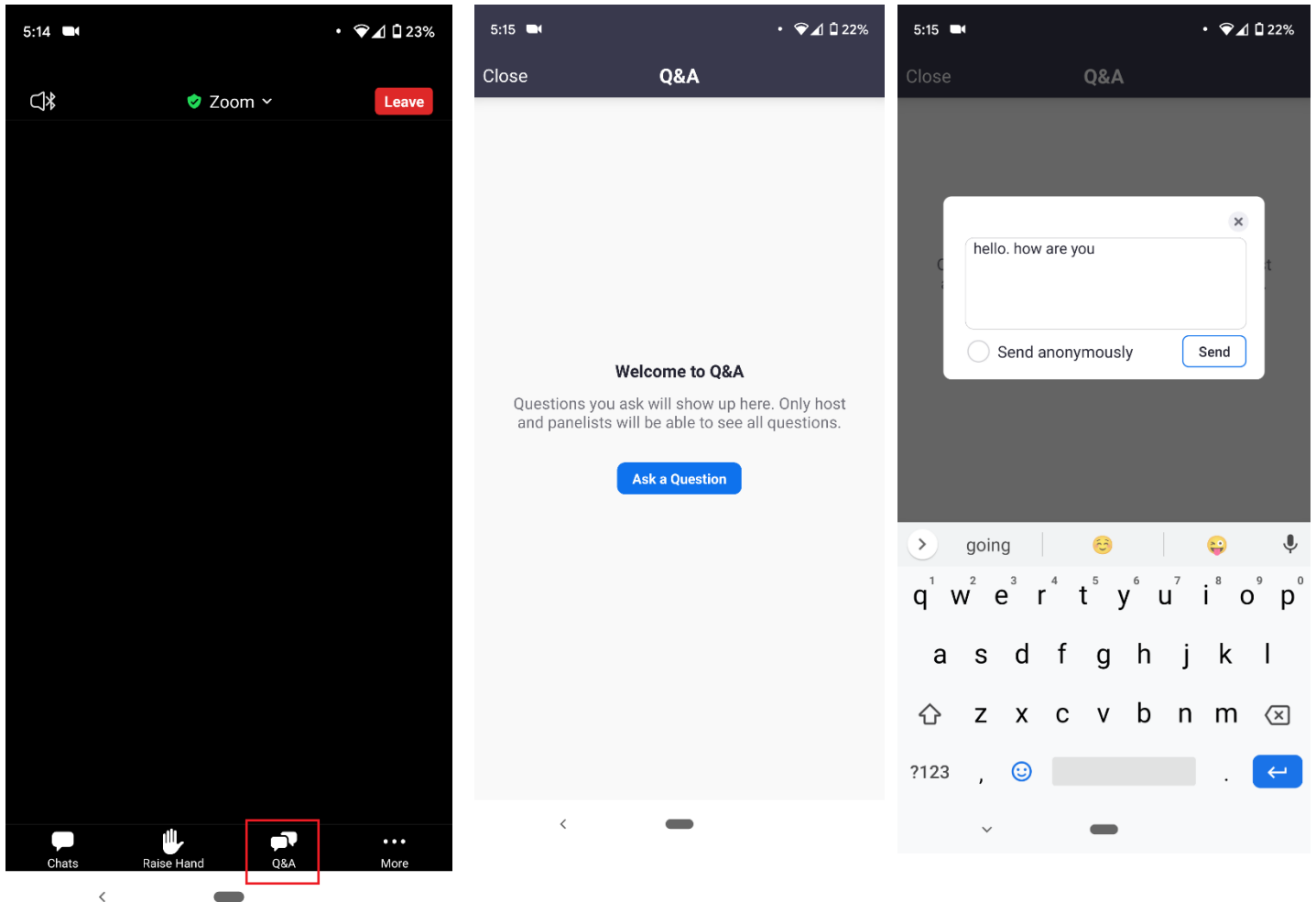
During the meeting the following features will be utilised:

<p>Raising your hand</p>	  <p>For use if you have a question during the discussion. The Moderator will indicate when it is time to ask questions during the meeting. When the Moderator asks you to speak, you will be asked to become a panellist. You may experience a slight disruption as Zoom disconnects and re-connects you. You will be asked to start your video and prompted to unmute yourself. You will then be seen by all the members of the meeting and will be able to ask your question. Please be as succinct as possible. Once you have asked your question and had it answered, you will be returned to attendee status.</p> <p>If someone ahead of you has asked your question or made your point, please lower your hand.</p>
<p>Q&amp;A See 4. below</p>	<p>If you have a procedural proposal, or point of order. Please just type your name in the dialogue box. The Moderator will then ask you to use the Raise Hand function to then become a panellist. You will then address the meeting.</p> <p>This is the ONLY use for this function – it is not to be used for asking questions during the meeting. If you have a question, you must use the 'Raise Hand' function. The live chat function will be disabled during the meeting.</p>
<p>Polling See 5. below</p>	<p>Used instead of consensus decision making cards. The Moderator will use polling both to get a sense of the mood of the meeting and for decision making. The Moderator will make clear when announcing the poll which purpose it is for. You will be asked to click either the Orange or Blue buttons. You will have a short time to indicate your feeling, then the poll will close. All members will see the results of the poll, with the percentage of orange and blue cards at the close of the poll.</p> <p>If you raise a blue card, you will be asked if you wish to speak (as is usual in consensus decision making). You will need to use the Raise Hand button to then be brought to the 'floor' of the meeting by following the instructions to become a panellist.</p>
<p>External Survey Monkey (not through Zoom) See 6. below</p>	<p>Used to conduct ballots.</p>

## 4. Using Q&A

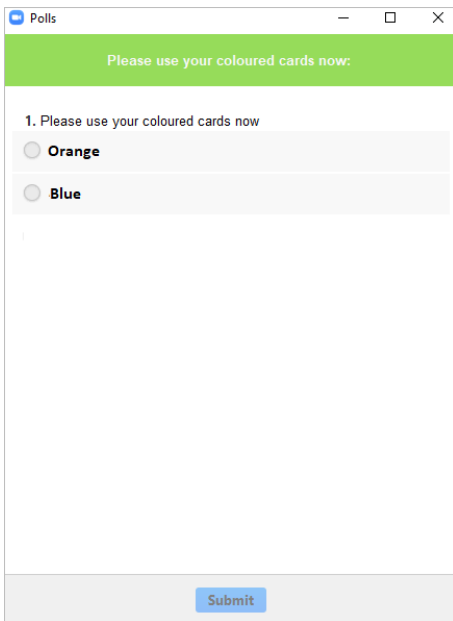
The Q&A feature will be used to raise points of order. To raise a point of order, click the 'Q&A' icon. Your screen will say 'Welcome to Q&A', then click 'Ask a question'. Type your name in the pop up box and click 'Send'.

When the Moderator asks, raise your hand. You will then be made a panellist. You may experience a slight disruption as Zoom disconnects and re-connects you. You will be asked to start your video and prompted to unmute yourself. As a panellist, all members will be able to see and hear you.



## 5. How to vote in a poll

Polls will be conducted during the meeting. They will be used in the same way that the blue, and orange cards are used when we meet in person. The poll will look like this:



1. Please use your coloured cards now

Orange

Blue

Submit

The statement will say: Please use your coloured cards now:

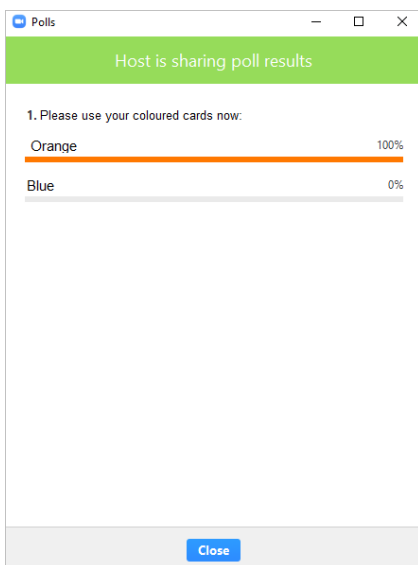
Orange

Blue

First, click your answer then click 'submit'.

If you have a question, please click 'raise hand'.

Once the Moderator closes the Poll the results will be made public and look like the image below.



## 6. Ballots via Survey Monkey

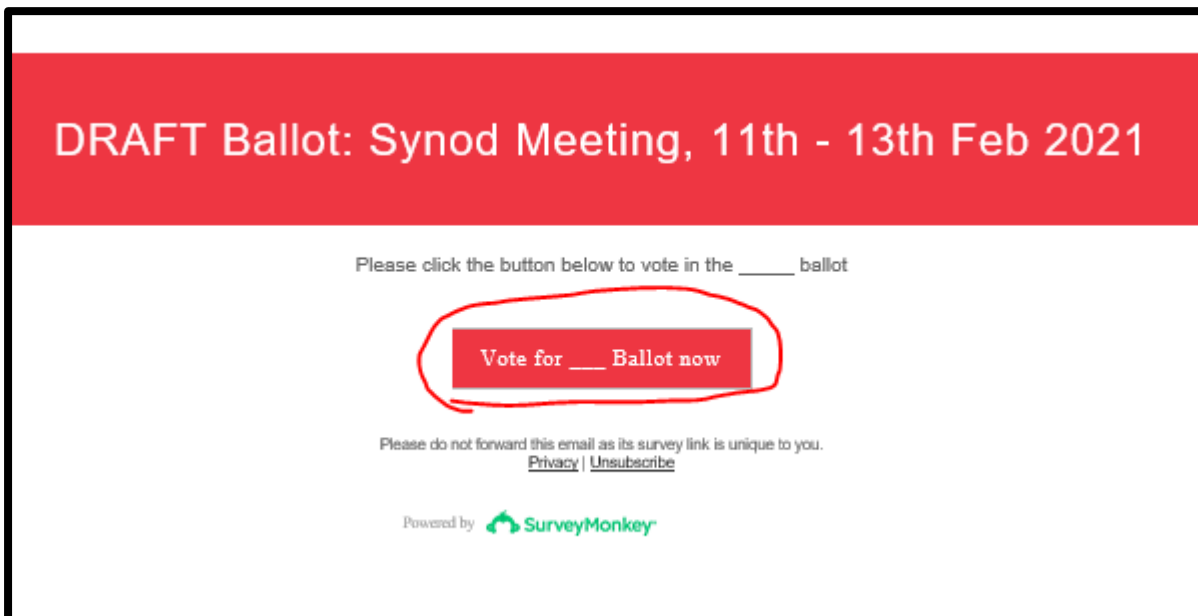
The ballots for committees and councils of the Synod and for membership of the 16<sup>th</sup> Assembly will be conducted via Survey Monkey. At a time determined by the Business Committee, during the Synod meeting, you will receive an email with a unique link to the surveys for these ballots. Members only are entitled to participate in the ballot and only one vote is allowed per Synod member. You will need a password to access the ballots. This will be given at the time ballots are opened.

Each of the ballots will include instructions specific to that ballot and ballot times have been built into the Synod program. Announcements of the timings of ballots will be made by the Associate General Secretary during the meeting.

The nominee profiles will be sent to members prior to the meeting and must remain confidential to members only, as profiles contain personal details of nominees.

Ballot votes will be counted by the ballot team led by Chief Scrutineer, Anne Wilson. Evangeline McAllan, Event Logistics Coordinator will provide technical support. Any questions about the process should be directed to Evangeline McAllan or Anne Wilson (email: [synod@sa.uca.org.au](mailto:synod@sa.uca.org.au) with **BALLOTS** as subject heading).

When the ballots are opened you will receive an email that looks similar to the image below. To vote in the ballot click the 'vote now' button and you will be taken to Survey Monkey. Only one vote per device is permitted. Each member must have their own device. You are only permitted to vote once.



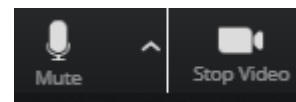
## 7. Working Groups

Small working groups will be used during our meeting, and you will be emailed your working group allocation. Your working group facilitator will host a Zoom meeting which is separate to the Synod meeting plenary. To access the meeting, you will need to leave the Synod Meetings Zoom Webinar and click the link for your allocated group sent to you by your working group facilitator. Once your working group has finished you will need to re-join the Synod Meeting Zoom Webinar.

## 8. Tips for an online meeting

- **Log in early:** Give yourself 10 to 15 minutes to access the Zoom Webinar meeting and familiarise yourself with it, each day. This helps in confirming if you can access the meeting easily and gives you time to contact support if you are experiencing issues. Users must ensure that upon login they allow their computer's camera and microphone.
- **Make sure we can see you:** Adjust your camera during working group sessions so that we can see you. During these sessions, make sure you are in a well-lit room. Make sure you look into the camera/screen when you are speaking, not in a different direction.
- **Do not use virtual backgrounds:** As we have all become more adept at using various video conferencing platforms, virtual backgrounds have also become more common. However it is requested that virtual backgrounds not be used.
- **Mute and unmute:** To keep external noise to a minimum it is good to have the sound on mute unless you are speaking. You can mute the sound by clicking on the microphone icon.
- **Stand and stretch:** It is important that you take regular breaks from sitting. Don't feel confined to your chair. Build in breaks in between sessions to take a short walk or stand and stretch to help you refocus on the content at hand.

If your microphone and camera are on, the icons will look like this:



If your microphone and camera are OFF, the icons will look like this:



## 9. Meeting etiquette

There are some general rules of courtesy for virtual (and in person) meetings:

- Familiarise yourself with the program and prepare ahead of time. You may need to print reports or proposals, or have an additional device on which to view them.
- Even though it's tempting, try not to multitask too much. We should be focusing on what is being discussed and considered.
- It's important that you are prepared for the meeting as it is focusing on a particular issue. Please be on time (approximately five minutes prior to the commencement of each session) and have the related reading done.
- Refrain from private behaviour—i.e. scratching your armpits/similar or falling asleep.

## 10. Contact information

Synod Event Manager	Sue Page 0430 666 959
Synod Event Coordinator	Evangeline McAllan
IT Helpdesk	(08) 8236 4200
Synod enquiries	<a href="mailto:synod@sa.uca.org.au">synod@sa.uca.org.au</a>