

Zoom Etiquette & Guidelines

We want to ensure the Annual General Meeting is successful and helpful for everyone who attends. This includes making sure everyone has a chance to raise their questions and ideas and be heard by all while respecting the timeframe allotted for the meeting. To enable that to happen we have developed Zoom Etiquette & Guidelines that we kindly ask everyone to adhere to:

Logging On

When you log in to the meeting (see “Logging into Zoom” attached) you can change your name. Please change it to the following:

SCREEN NAME: First Name Last Name – Business (e.g. John Smith | Barton Books)

This will help us with voting and will help us contact anyone who may require follow-up to their question. The screen name will be visible to everyone attending the meeting. You can also change your name by hovering over your own image and clicking on the blue “...” box that will appear in the top right corner then selecting “Change Name”.

Audio/Video Settings

When you join the meeting, you should automatically be muted. If not, please mute your microphone by clicking the microphone icon on the Zoom toolbar, located at the bottom of your screen. When muted, the icon should have a red slash through it as pictured below. You may choose to have video enabled or disabled. If your video is enabled, other participants will be able to see your face and background; if your video is disabled, they will only see a black screen with your name. You can adjust both audio and video settings throughout the meeting.

Submitting Questions & Feedback

To submit a question during the AGM, click the Chat icon on the Zoom toolbar (see image below). A chat sidebar will open where you can enter your question (note: your question will be visible to all participants unless you specify it to go to just the host or a specific individual). Questions will be addressed in priority sequence. If your question is selected, the moderator will either read your question or invite you to turn on your microphone to ask your question. You will have the opportunity to ask one follow up question. If we are unable to respond to a question submitted during the AGM, either due to lack of time, relevance to the agenda, or not having the information on hand, we will follow up after the AGM. We will use the name entered upon logging in to track those who have outstanding questions; if you had an outstanding question and do not hear from us following the AGM please do not hesitate to reach out to us.

