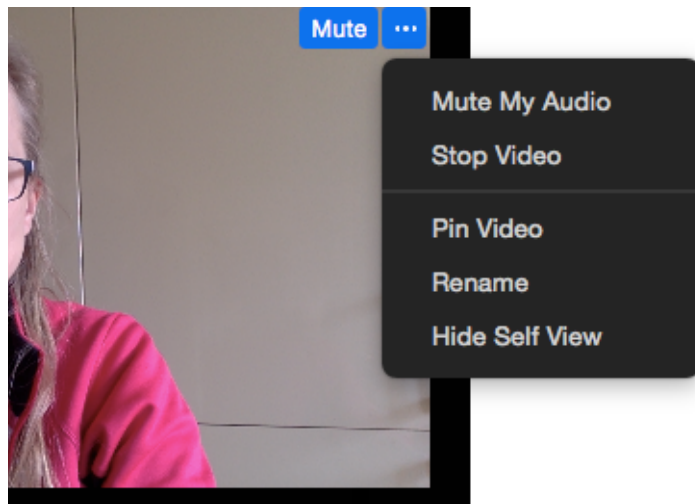


## Annual Parish Meeting 2021 via Zoom - how it will work

### Joining instructions:

- Please **pre-register on Eventbrite** here: <https://www.eventbrite.co.uk/e/north-hinksey-annual-parish-meeting-tickets-145009295707> then you will receive the Zoom link. This link will also be published on the website on the afternoon of the meeting.
- Please also email your name and address to Parish Clerk Sharon Henley if you want to take part in voting: [clerk@northhinksey-pc.gov.uk](mailto:clerk@northhinksey-pc.gov.uk)
- You can find the Agenda here: <https://northhinksey-pc.gov.uk/wp-content/uploads/2020/06/Agenda-for-North-Hinksey-Annual-Parish-Meeting-18th-March-2021-FINAL.pdf>
- **Between 7.15pm and 7:30pm** please click on the Zoom link to join the meeting. If you can't find it, check back on the website as the link will be added a few hours before the meeting – check: <https://northhinksey-pc.gov.uk/2021/03/annual-parish-meeting-18th-march/> The host will let you into the meeting when we are ready to start.
- **Your name** should be displayed accurately on screen – first name and surname – not for example “Jane’s iPad” or simply a first name. This is required for the voting in the second half of the meeting.
- **If your name is not appearing in full** you should **use the “rename” option** in Zoom to correct this before the voting part of the meeting. This may look a bit different depending on what device you are using, but this is generally found by clicking on the 3 dots on the top right of your video as shown below, it may be different on a phone.



If you are unable to rename yourself then the Host can do this. You will need to send them your name details **via the Chat option** – see below.

- Attendees will have their **microphones set to mute** unless they are presenting, asking or answering a question. This is to help eliminate background noise and to help the meeting run smoothly.

- We encourage you to have your **camera on** (if you have one) so we can recreate as close to a physical meeting as possible but we understand if you prefer not.
- You can choose **Gallery View** to see all attendees at once or **Speaker View** to have the current speaker take up most of your screen.

### Using Chat:

- If you are unable to rename yourself, or have any other technical hitches, you may use the Chat option to contact **the Host (Parish Clerk Sharon Henley) or a Co-Host**. They can change your name for you. This can be done at the start of the meeting or in the break ahead of the Voting.
- When you use Chat **be careful to select that you are contacting the Host only** as it will default to message Everyone. You'll see the option to change from Everyone to show the list of names and you will need to select the Host, Sharon from the list.

### Speaking at the meeting:

- There will be open question sessions in the Agenda. If you want to ask a question you need to make yourself known to the chair by raising your hand.
- You can use the **Raise your Hand** option or any of the **icons (thumbs up etc)** to get attention. If that isn't possible do **raise your hand on video**, making sure your hand is clearly within shot of your camera. The Chair/host will then unmute your line so you can speak.

### Voting at the meeting:

- When voting takes place a Poll will pop up on the screen with a question and Yes or No options to select from.
- The vote in the first half of the meeting is an indicative vote only but in the second half of the meeting there is a vote for a Parish Poll and we have to be certain all those voting are on the North Hinksey electoral roll, this is why we **need you to register your name and address** so we can check that. If you have not provided your name and address prior to the vote – by emailing the clerk before the meeting, or by Chat in the meeting – or you do not want to vote, then the Host will put you in the Waiting Room while the vote takes place and you will be let back into the meeting after the vote to hear the result.
- Please note that each individual wishing to vote will need to access the meeting on a separate device. If you only have one device available (computer, laptop, iPad, or smartphone) but more than 1 person wants to vote then the additional person (people) will need to vote by sending a message to the Clerk in the Chat box (see above) with their name and their vote of Yes or No.

We hope these instructions will help the meeting to run smoothly and we look forward to seeing you online at the meeting.