

# Downtown Heritage Perth

## Virtual Annual General Meeting

Join us for the Perth BIA Virtual meeting at 7 PM on Tuesday, Oct. 20<sup>th</sup>. Find out what's going on downtown and see what we have planned for 2021.

This year will be a little different with our meeting being held using Zoom.

How to join us

Click this link: <https://zoom.us/j/97171899907?pwd=VHdVcERtL2pISlc2djdpU29ON0xQQT09>

You will be prompted to download/open Zoom launcher. This should automatically join you to the meeting. Some phones, tablets and computers may prompt you to download a required application to be able to join.

**Meeting ID: 971 7189 9907**

New to Zoom? Here's a brief tutorial on how to join: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-zcid=1588>

Participating

### **Mute/unmute**

We expect several people will join us from the comfort of their home. Your microphone will pick up much more than you expect. Not only will we hear every sound, but things like a nearby fan will make it sound like hurricane winds. All participants will be muted when you join. Please keep your microphone muted if you are not speaking. Your audio may get muted if your audio is causing a distraction

To mute or unmute yourself, move your cursor around and a menu bar should pop up along the bottom of your screen. Click the microphone on the bottom left to mute or unmute. Alternatively, you can click the arrow beside it for various microphone options.

### **Start/Stop video**

We would love to see your face, but you can turn your video on and off by clicking the video camera icon beside the microphone icon.

### **Viewing Options**

There are two options for viewing the meeting: gallery and speaker on view. Speaker view will place the current speaker prominently on your screen with limited view of other participants. Gallery view will allow you to see everyone in the meeting more easily. The option to switch between these should appear in the top right corner of your screen.

## Chat

**If you wish a question to be addressed at the meeting, please submit it before October 19, to [kclarke@perth.ca](mailto:kclarke@perth.ca).**

Zoom has a chat function that allows all participants to see what is typed in the chat window. You can use this feature to ask questions. Questions will be addressed at the appropriate time. Please keep chat discussions to comments and questions related to the Annual General Meeting, we do not wish to turn the AGM into a Mastermind Meeting.

## Talking

Please make every effort not to speak over someone else and keep your dialogue in alignment with the topic at hand. The presenter will make every effort to address the question and the topic. Please understand that time is limited and not all questions can be addressed during the meeting.

## Other Questions

Do you have a question that didn't get answered at the meeting, or might be a little off topic? We are always available by phone or email. You can talk with Kari by calling the office 613-264-1190 or email, [kclarke@perth.ca](mailto:kclarke@perth.ca) or [karibruun@gmail.com](mailto:karibruun@gmail.com).

## Quality Issues

If your video appears blurry and/or the audio is cutting in and out for most participants, it may be that your Wi-Fi signal is weak. You may see a prompt that your connection is weak. We recommend that you move closer to your Wi-Fi router.

## Tips for an enjoyable Zoom meeting

- Join a few minutes early to make sure your audio and video are working properly
- Find a quiet space without interruptions/background noise
- **Mute your microphone to help keep background noise to a minimum, make sure to mute your microphone when you are not speaking**
- Be mindful of background noise when your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers
- Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- Have a plain background – avoid backlight from bright windows and have good lighting on your face so that you can be seen clearly
- Avoid multi-tasking- you will retain the discussion better if you refrain from replying to emails or text messages during the meeting
- Try to avoid talking over/at the same time as other participants

**Relevant AGM Documents will be posted to the BIA Website ahead of the meeting.**