

## For the Manitoba School Boards Association's 58th Annual (virtual) Convention

March 11, 2022

MSBA will be using the Zoom platform to host the 2022 annual convention. We've outlined some of the basics you'll need to attend and participate in this year's event.

We strongly recommend that you install the desktop client or app in advance of the meeting to familiarize yourselves with the functions/icons identified below. Click [here](#) to download and install the Zoom application.

Visit the [Zoom Help Center](#) for more in-depth information including quick start guides, video tutorials and more!

### Connectivity Considerations

- Zoom recommends an Internet speed of 1.5 mbps (up/down).
- If possible, please use a fast, reliable, wired Internet connection to join the meeting. Wired connections are better than wireless (WiFi or cellular). WiFi connections are better than cellular (3G/4G/LTE).
- Slow/lagging sound or video: Depending on your internet strength, you may find your audio/video lagging times. You will need to contact your service provider to improve it.

### Join the meeting

There are different ways to join a Zoom meeting.

1. If you already have the Zoom app installed, click on the "Join" icon. Enter the meeting ID.
2. Join by clicking on the Zoom link provided.

Click [here](#) for detailed instructions on joining a Zoom meeting using different devices. For this meeting, we recommend using a computer with a microphone (required) and camera (optional).

### Important Details

The meeting link and meeting ID will be distributed with delegate packages sent electronically to secretary-treasurers in early March.

Participants in the convention should each join the Zoom meeting on their own device (computer or tablet). This will enable each trustee participant to cast their vote through the internal polling feature for elections, where necessary, and for resolutions.

Zoom regularly provides new versions of the Zoom desktop client and mobile app to release new features, fix bugs and to enhance security. Find out how to update to the latest version of Zoom by clicking [here](#).

Delegates should **identify** themselves on screen as soon as possible (see steps below). It is **important** to be able to recognize delegates' names and divisions/districts to ensure your vote is counted and proper notation of trustees in the official proceedings.

### During the meeting:

#### Name Display/Participant Requirements

Upon entering the meeting, it is important you be correctly identified on-screen as follows:

1. TR FName Initial, LName XXSD (TR = trustee)
2. ST FName Initial, LName XXSD (ST = secretary-treasurer)
3. SU FName Initial, LName XXSD (SU = superintendent)

The following steps may be helpful but MSBA cannot provide specific instructions for all devices.

### On a Computer

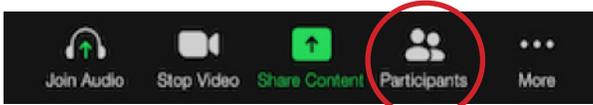
Once you have joined a Zoom meeting, you will see some options on the bottom of your window, like these:



Click on **Participants**, and when the list appears, hover over your name and click **Rename**, then type in the new name.

### On a Tablet

Once you have joined a Zoom meeting, you will see some options on the bottom of your screen, like these:



Tap **Participants**, and then tap your name to rename yourself.

All participants' cameras and microphones will be muted upon entering the meeting. You may be asked to unmute your microphone at some point to address the meeting; activating your camera at that time is optional. Once you have finished speaking, please remember to re-mute your microphone.

### Using the Chat Feature

During the business session only of the program, if you wish to speak to an item and/or ask a question, the Zoom Chat function is to be used to signal the Chair that you would like to be recognized.



On a desktop computer, the chat icon can be found at the bottom of the screen (see above image).



On a tablet, you can access the chat icon by clicking on "More" on the tool bar found at the top of the screen (see above image).

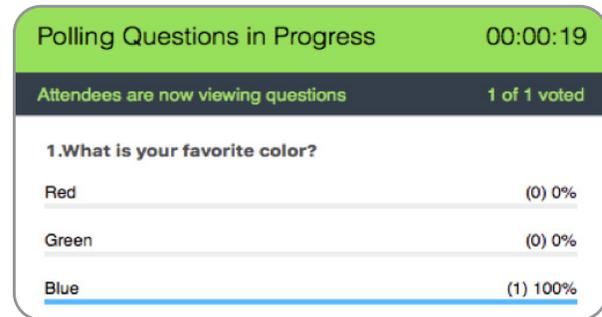
**IMPORTANT: During the business session of the program, comments in the Chat window will be recorded and should only be used to ask to be recognized by the Chair.**

### Voting/Polling

Voting on resolutions and where required, the elections for vice-president and regional directors, will be conducted via Zoom's internal polling feature. The host will launch and manage the polls.

When the poll has been launched, participants will be prompted to respond.

Each poll will be open for approximately 30 to 60 seconds and then closed. The resolutions **results** will be displayed immediately following the closing of the poll. If an election is to be conducted, the poll will be launched, participants will be prompted to respond and the **winner** announced.



### Regional Meetings

A **separate** meeting link will be made available to simplify the process and ensure delegates enter the correct regional meeting room. This information will be conveyed in a memo to secretary-treasurers as part of the digital delegate kit circulated in early March to each board. For example, trustees and administrators in region X will find the **unique** link listed for their region. They will click on the link to join their "regional meeting room" when asked to do so.

Please note the following steps to transition smoothly and quickly into your regional meeting:

1. Participants must click on the "Leave" icon (bottom right) to leave the main room and join their regional meeting when asked to do so.
2. A separate and specific Zoom meeting login link is necessary to join your region.
3. When your discussions are finished, please leave the regional meeting and login once again through the MSBA meeting link.

While in the regional meeting, turn on your video to indicate you would like to speak. If a regional election is required, the Zoom polling feature (See Voting/Polling section on this page) will be used and winner announced.

### On-line Experience

The MSBA staff has taken many steps to help prepare participants and themselves for our virtual environment. Please be patient as we work through any challenges we may encounter.