

Tech Specs and Instructions for the Lakeridge Health virtual Annual General Meeting 2021

This instruction sheet is provided to help attendees navigate the virtual AGM platform. Information such as understanding how to log in to the virtual platform, how to vote and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the virtual AGM and to also join the Delegate Orientation session.

Requirements

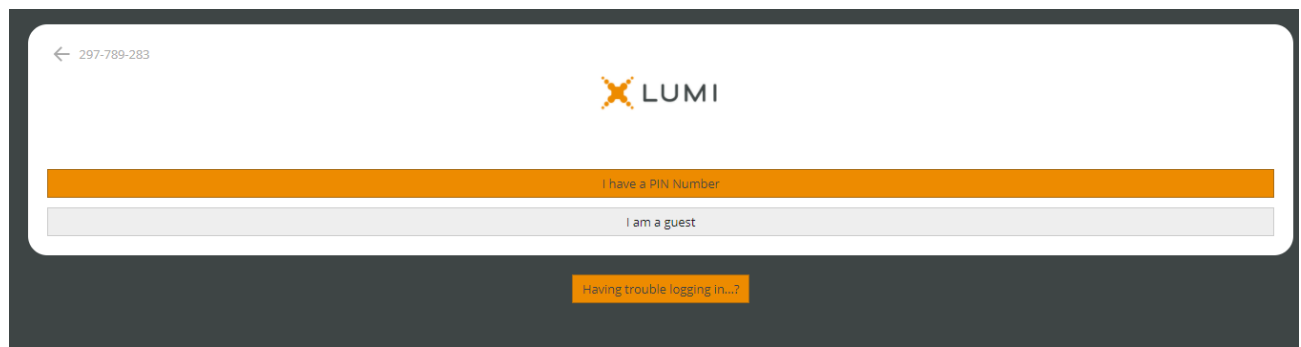
- You must join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile devices, such as iPhones, Androids, or any mobile phones, are not supported.
- Tablets and iPads are not supported.
- It is recommended to use **Chrome**. New Edge (Chromium) and Firefox are also supported browsers. Do not use 'Legacy' Edge, Internet Explorer or Safari.

Meeting Link

Please click on the meeting link: <https://web.lumiagm.com/297789283>

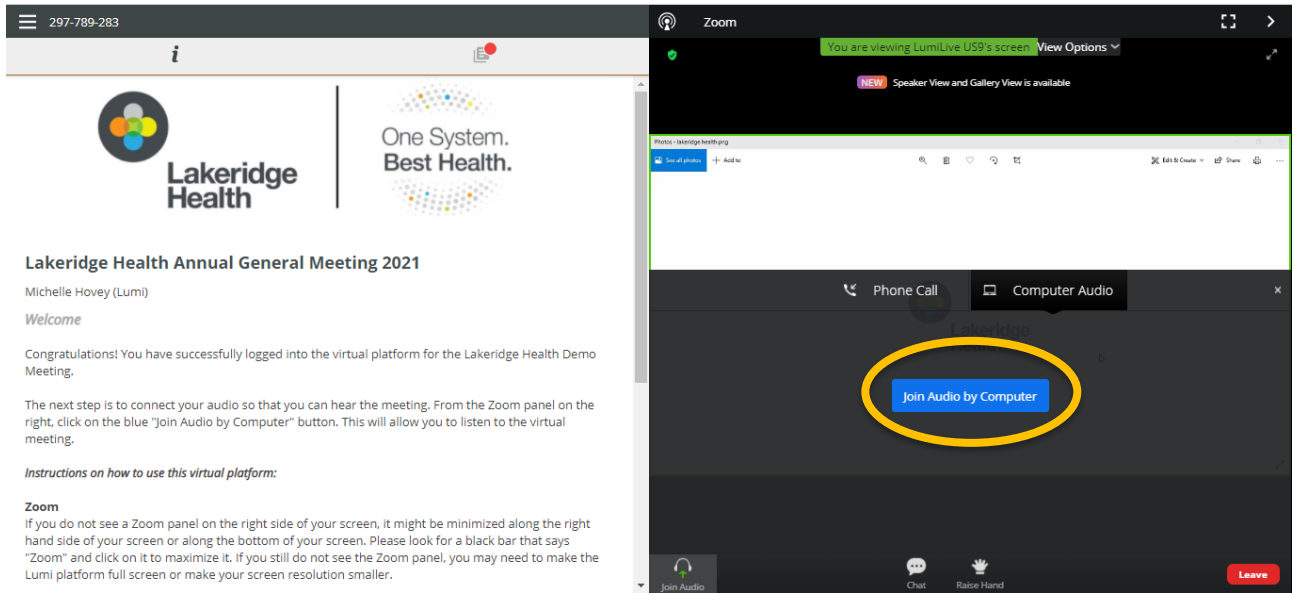
How To Login

- Guests: click on the "I am a Guest" button and enter your name, company and email
- Voting Members: click on the "I have a PIN Number" button and log in with:
 - PIN = **provided to you by Lakeridge Health**
 - Password = **lakeridge2021 (all lower case, no spaces)**
- You may click on the "Having trouble logging in" button for the help desk information



After Logging in to your virtual meeting

- After logging into your virtual meeting, you must connect your **Computer Audio** to the Zoom Webinar that is inside the Lumi Platform. To do this:
 - Click on the blue “Join Audio by Computer” button that pops up on the right Zoom panel of the virtual platform



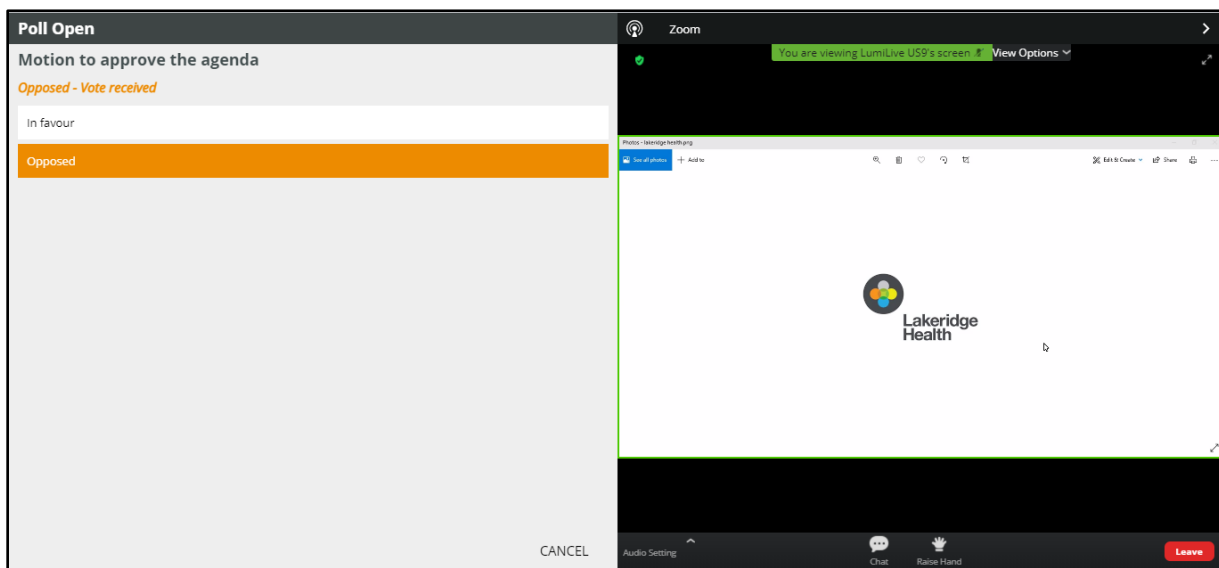
Virtual Meeting Page Layout

Once you have logged in to the virtual meeting and connected your computer audio to Zoom, you are ready for the virtual AGM. You will see the Info Page on the left side of your screen and the Zoom window on the right side of your screen. This is what you will use each side for:

Info Page / Speaker Queue / Documents (left side of screen)	Zoom window (right side of screen)
Use for: <ul style="list-style-type: none"> • Viewing Information • Voting on motions • Viewing Documents 	Use for: <ul style="list-style-type: none"> • Viewing the presentation • Listening to meeting proceedings

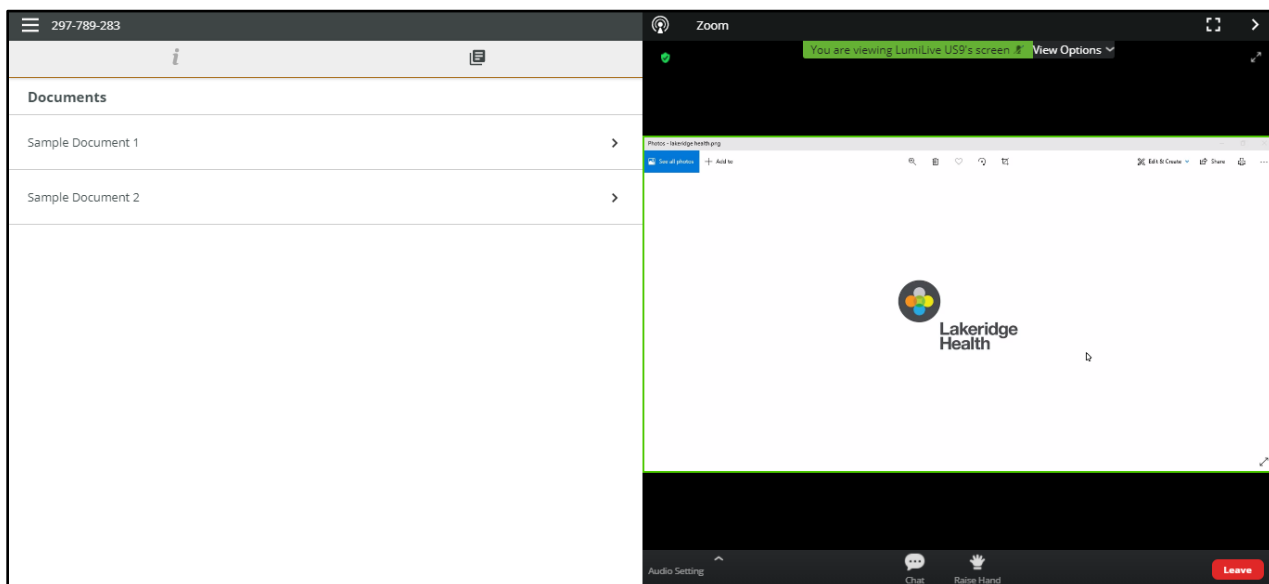
How to Vote

- When a motion / resolution is put before the meeting, the voting will automatically pop up within the virtual platform on the left. Simply click on your selection to cast your vote. You will see a confirmation of your vote on the screen.
- To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open.
- Once the voting period has closed, your last vote will be submitted.



How to View Documents

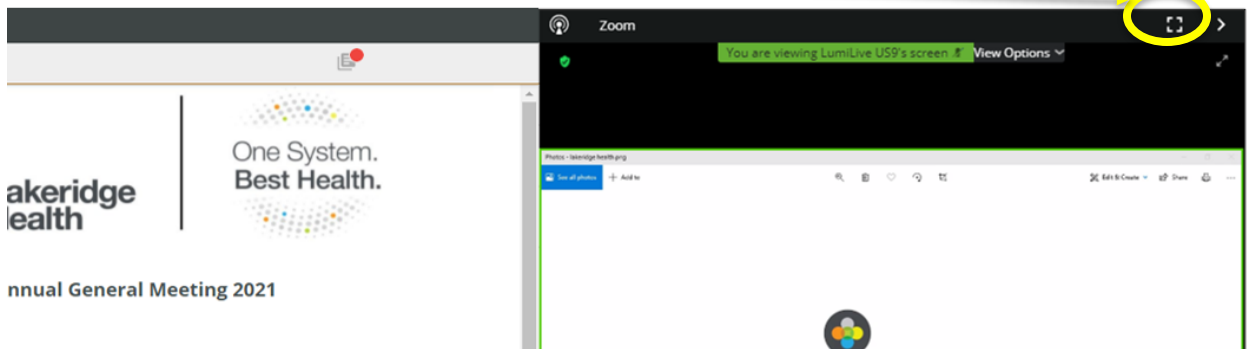
- Click on the documents icon from the top grey menu bar (looks like a sheet of paper).
- Then click on the document that you would like to view.
- You may view it in the platform or save / print it for viewing outside of the platform.



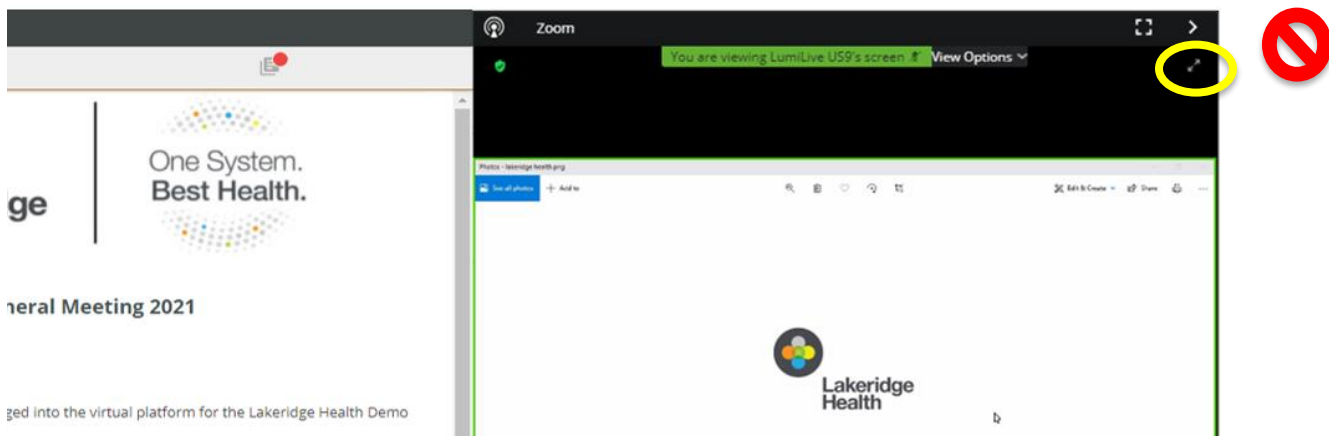
How to view the Zoom Full Screen

For easier viewing of small text on the PowerPoint slides, you can make the Zoom panel full screen. To do so:

- Click on the white broken square icon from the top black Zoom bar in the upper right hand corner of your Zoom panel.
- This will take your zoom panel full screen. When a vote is opened, the Zoom panel will automatically return to half screen on the right so that you can cast your vote on the left side of your screen.



- **DO NOT CLICK ON THE ARROW ICON LOCATED BELOW THE TOP BAR** – This will not allow the votes to appear on your screen and will not allow you access to the left side of the virtual meeting platform.
- If you are viewing the Zoom full screen – and the votes are not appearing – **PRESS THE ESC BUTTON** on your keyboard to return to the normal view and see the vote.



Best Practice Tips

The following are tips to prepare for the best virtual meeting experience:

- You must join the meeting on a **desktop** or laptop **computer**, do not join on a mobile device.
- We do recommend to use **Chrome** web browser for the best experience. Microsoft Edge, Firefox and Safari are also supported browsers. Do not use Internet Explorer.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Getting Connected

The following are tips for getting connected to the virtual meeting:

- ❑ Log into the platform during the Test Your Tech Session to test your log in credentials and audio connection.
- ❑ Check your internet connectivity
- ❑ Check your headset for speaker and microphone
- ❑ Log into the Lumi platform 15 minutes before the meeting start time.
- ❑ Familiarize yourself with Zoom:
 - Join Audio: if you do not receive a blue pop up message that says “Join Computer Audio” you can click on the “Join Audio” button in the lower left hand corner of the Zoom window to connect to Computer Audio. (You must connect your computer audio to hear the meeting proceedings.)

Test Your Tech Practice Sessions

- There will be a designated time for all members to practice logging into the virtual platform before the virtual meeting. We encourage all members to try logging into the virtual platform at some point during the below time to ensure that you are prepared for the virtual meeting.
- Monday, June 14, 2021 between 12:00 p.m. – 1:00 p.m. ET.

Troubleshooting

- Members with technical issues may contact the helpdesk at 905-721-4789 for technical assistance. Please note that unless there is a widespread outage in one area, proceedings will continue.

FAQs

- **What is my PIN / password to log into the Lumi platform?**
Your PIN will be unique credentials sent to you in an email.
The password is: **lakeridge2021 (all lower case)**
- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**
Voting members are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free



group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.

- **Which browsers are supported?**

It is recommended to use Chrome.

New Edge (Chromium), Firefox and Safari are also supported.

Do not use 'Legacy' Edge or Internet Explorer.