

Advisory #2- 2018 AGM Technical Details

The Webcast

1. The meeting will take the form of a webcast which will be delivered by the company called C-Meeting. People will need to have a computer to see the slides and hear what is being said. Members who have access only to dial-up internet can be provided with telephone only access to the meeting. They will not be able to view slides (see item 9 below). Clubs are encouraged to invite their members to participate in the webcast as a group.
2. Please ensure you have the appropriate equipment to engage in the AGM. To watch the webcast, you will need a computer, either a PC or a MAC and the computer must be connected to the internet through a high-speed connection. Whether one uses a PC or a MAC, there should be no difference in accessing the webcast.
3. You may be able to access the webcast link via mobile devices, such as an iPad or phones, but we do not recommend that you rely on these devices as we cannot guarantee they will provide access to the full range of participation tools. For sound, you will need some type of speaker or earphones, either embedded in your computer or connected to it.
4. To engage in the debate portion during this meeting, you will need access to a phone line. A phone will act as your microphone.
5. Participants will need the most updated version of adobe flash player. You can access instructions for updating adobe flash [here](#).
6. Unfortunately, it is not feasible for CFUW National to undertake an equipment audit for each Club. Just as with AGMs, the voting will be taking place in real time, therefore it is important for a delegate to be present who can fully participate.

Online Registration

7. Please ensure that you register to be a participant (voting and non-voting delegates) online June 1, 2018 at this link: <https://www.eventbrite.com/e/cfuw-virtual-agm-2018-registration-45317421628> To register, please include your name, email, club, voting/non-voting status, and whether or not you require a telephone only option (available for those without internet access, see item 9 below). For clubs who are viewing the webcast with a large group using one computer, one person can be registered and the complete list of everyone in the room can be sent in to CFUW at cfuwgen@rogers.com.
8. On June 8, 2018, you will receive a confirmation email that will include the link to the webcast and detailed step-by-step instructions on how to participate in the meeting. If you are the credentialed voting representative for your Club, you will receive additional voting instructions at that time, including your individual username and password.
9. Members with limited internet access (e.g. dial-up access) can be provided with telephone only access to hear the proceedings. Be sure to indicate this option in your online registration. Hard copies of AGM materials will be provided on request for those who do not have internet access. Please note that registered voters will be required to have access to a computer in order to participate in the voting portion of the meeting.

10. We are encouraging people to use the listening option only if they are in a remote location and internet connections are poor. The reason for this request is that it is quite costly to use the listening in function.
11. If a member participating in the webinar becomes disconnected, she will be able to call back and be reconnected again while the webinar is still in process. We will have an IT Helpline during the AGM to assist individuals if they encounter technical difficulties. The instructions will be identical for connecting and re-connecting to the system. We will note this in the instructions for clarity.

Online Voting

12. The online voting system is operated by Turning Technologies. It is a highly secure voting system. All the voting data is encrypted and can only be decrypted by their software. They have never had a successful tampering of their voting system. In fact, large groups, such as the Conservative Party of Canada and the Ontario Bar Association use this voting system for their meetings.
13. Voting delegates will be asked to send their voting credential forms to Betty Dunlop at cfuwflw@rogers.com by June 1, 2018. Credentials forms can be found [here](#). These forms must be signed and can be scanned and sent as an email attachment or printed and sent by post to the National [Office: 502-331 Cooper St. Ottawa, ON K2P 0G5](#)
14. In order to vote on any motions, Voting Delegates will be required to have an internet window open to the Turning Technologies website and logged in with their individual username and password. All registered voting delegates will be sent their username and password by June 8th.
15. CFUW National will offer training sessions where we can assist Clubs in testing their equipment with the webcast system. Once the list of registered members is finalized on June we will send a detailed how to guide, a schedule to sign up for training sessions, and an IT helpline to assist members during the meeting