

## **AGM 2021 – Frequently Asked Questions (FAQs)**

### **What do I do if I want to speak about a motion, or ask a question, on the day?**

If you want to speak about a motion, please send a message to Kate Dean / Winnie Gordon using the Zoom chat feature to 'Host – Questions', who will pass your request to speak on to the Chair. Please do NOT message the Chair directly.

When contacting them, please provide the following information: Your Name, Capacity and Where you are from; your question; or your request to speak about the motion, and whether For / Against or Neutral (the Chair will use this to try to ensure a balanced debate). So, for example: "I'm Joan Smith, Official Delegate for Alltown Unitarian Church, wanting to speak against the motion". If you are selected to speak, the Chair will invite you to speak and introduce you, and your microphone will be unmuted.

Questions on the Annual Report or The Stipend Review Report should have been provided in advance, but if you have a general question about the AGM or procedures, please contact the Zoom chat feature to 'Host – Questions' and they will pass it on to an appropriate person.

### **I am an official voting delegate / full member, and I haven't received an email from Popularis (by Wednesday 21 April) explaining how to vote. What do I do?**

Email Popularis directly at [help@popularis.org](mailto:help@popularis.org)

### **Help! I need tech support on using the voting system**

Contact Anne Hock from Popularis at [help@popularis.org](mailto:help@popularis.org)

### **Help! I need tech support on using Zoom**

Please contact Helen Mason at [hmason@unitarian-college.org.uk](mailto:hmason@unitarian-college.org.uk)

### **How can I enjoy such a long Zoom meeting?**

Many people find it less tiring if they switch their camera off from time to time.

You can also select 'hide self view' if you find it tiring to see yourself on screen.

You might appreciate having your computer or tablet somewhere where you can look out of a window easily, to give your eyes a break from the screen.

Do feel free to switch your camera off and move around, or do your knitting / ironing / origami while you're listening, to keep your body awake.

Do make use of the breaks as a chance to move around or get some fresh air.

You are welcome to bring food and drinks while you're participating (and consider switching your video off if you feel others might not want to watch you eating!).

Participants will be muted except for when invited to ask a question, and so background noise of pets, children, spouses won't be a problem for other participants.

You do not need to stay for the whole event, and are welcome to come in and out. We will be doing our best to stick to the timings of the agenda, but do check in a little early for the sections you're interested in, particularly if you are a voting delegate.