

2020 Ninety-Nines Annual Meeting: *Navigating the On-Line Platform*

Goal: to familiarize attendees and delegates with using our online platforms to attend and participate in the 2020 Annual Meeting of The Ninety-Nines

Presenters: Leslie Prellwitz (Organizer, GoToWebinar platform)
Kathy Fox (Organizer, ElectionBuddy platform)

Wednesday, 1 July 2020 - 19:00 (7:00 pm) Central Time (00:00 UTC)



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Pre-Meeting

Annual Meeting

Troubleshooting

Post-Meeting

Voting (Delegates)

OVERVIEW

- **Pre-Meeting**
 - 99s Credentials Check-In & Validation
 - Registration to access the GoToWebinar (GTW) platform
- **Annual Meeting**
 - Logging in
 - Checking your set-up
 - Video considerations
 - Submitting questions to Speakers
- **Troubleshooting**
- **Post-Meeting IBOD Meeting**
- **Voting (delegates only)**



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Pre-Meeting Annual Meeting Troubleshooting Post-Meeting Voting (Delegates)

PRE-MEETING PREPARATION (Step 1)


99s Credentials Check-In & Validation – *via E-mail*

- At our conferences, 99s must check-in with the Credentials Committee to verify their membership to attend the Annual Meeting
- This year, credentialing is being conducted electronically via a database check to validate membership. An email was distributed June 17.

You MUST respond to the credentialing email before:

7:00pm (1900) CDT on Tuesday, July 7
0000 UTC Tuesday, July 8

- IF you have been assigned one or more Delegate Authorization Forms (DAFs), then you also MUST:
 - Include the DAF# for each DAF that you hold with your Credentials registration
 - Upload the signed DAF(s) that you hold with your Credentials registration



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PRE-MEETING PREPARATION - Annual Meeting Credentialing email

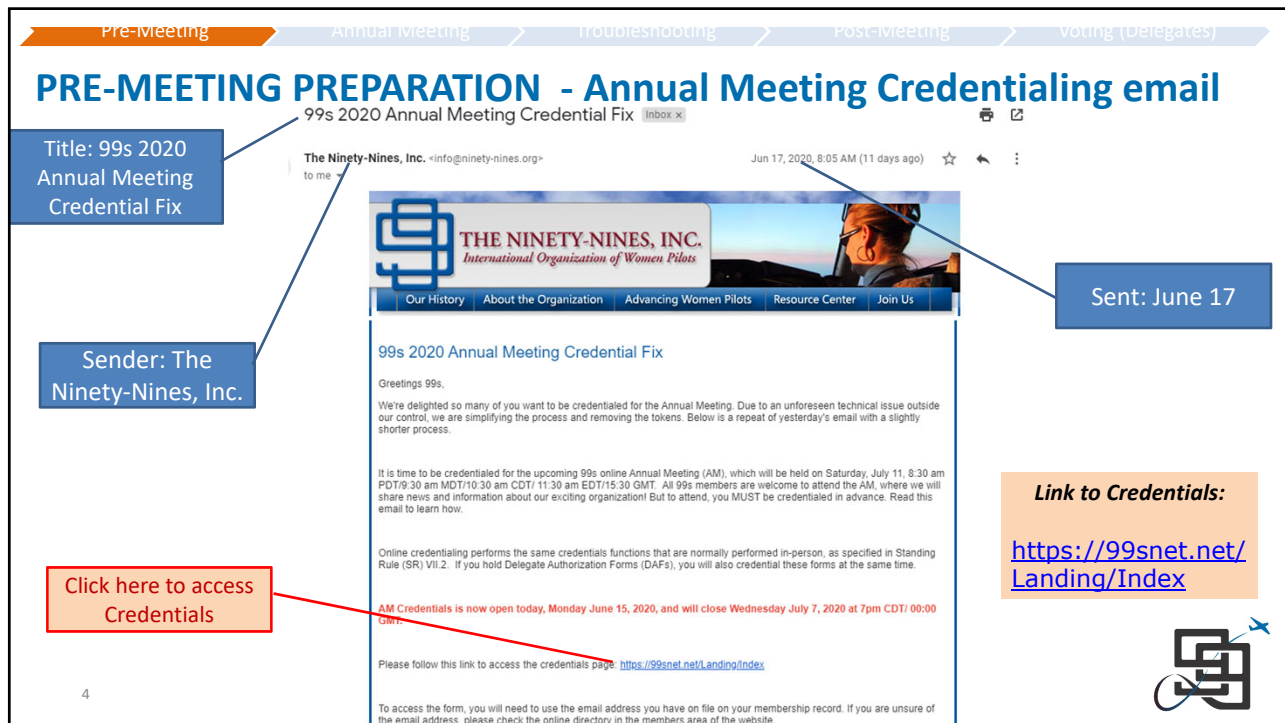
Title: 99s 2020 Annual Meeting Credential Fix

Sender: The Ninety-Nines, Inc.

Sent: June 17

Click here to access Credentials

Link to Credentials:
<https://99snet.net/Landing/Index>




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PRE-MEETING PREPARATION (Step 2)

- **99s Annual Meeting Platform Registration**
 - We are using *GoToWebinar* (GTW) as our platform to deliver the 2020 Annual Meeting.
 - After your 99s credentials have been checked in and verified, you will receive an email with your GTW registration link on **Friday, July 10**
 - This email will also contain a link to the **Annual Meeting Packet**, including the meeting agenda. Plan to review this in advance of the meeting, and plan to follow along; it will be referred to during the meeting
 - You do NOT (*may? - verify*) need to download any software / application to access the GTW platform.



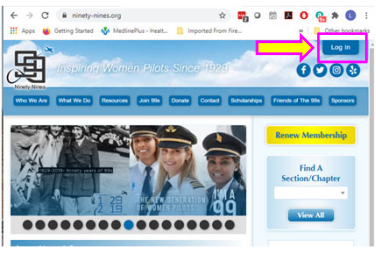
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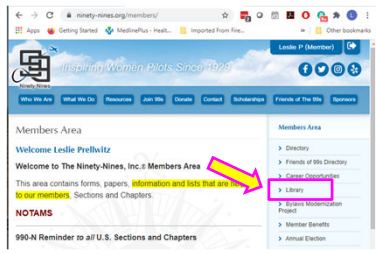
PRE-MEETING PREPARATION (Step 2)

How to download the Annual Meeting Packet

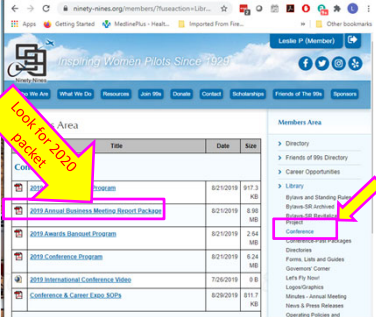
Step 1: Log In – Proceed to ‘Members Area’




Step 2: Click on ‘Library’ menu option



Step 3: Click on ‘Conference’ – download 2020 Annual Meeting Packet (open and save to your computer)






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Pre-Meeting Annual Meeting Troubleshooting Post-Meeting Voting (Delegates)

PRE-MEETING PREPARATION (Step 2 cont.)

99s Annual Meeting Platform Registration

- Before the Annual Meeting, you must click on the GTW registration link to sign in for the meeting platform – do this **before Sat July 11th**!
- When you receive the email containing the GTW link: click on the link, and you will be asked to provide:
 - First name
 - Last name
 - Email address - **this email address must match the address recorded in the 99s Directory, and match the address used for the credentialing validation form**
- You will receive a GTW registration confirmation with your conference link
- **On July 11, 15-20 minutes before Annual Meeting start, Click on the "JOIN WEBINAR" button to join the Annual Meeting**

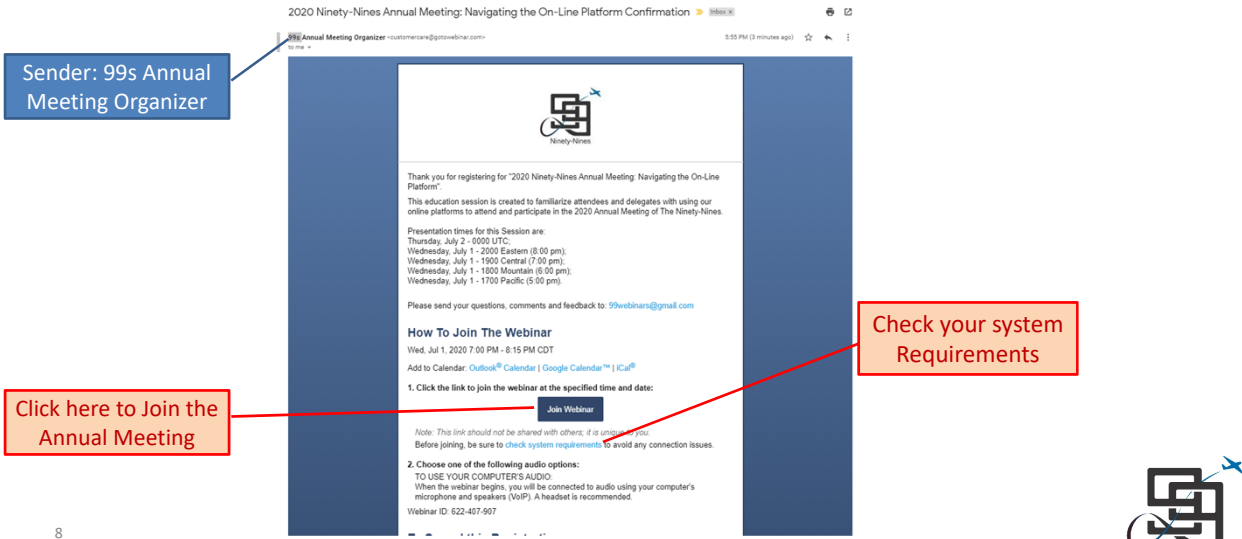


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PRE-MEETING PREPARATION


Annual Meeting Platform Sign-in Confirmation (sample)



Sender: 99s Annual Meeting Organizer

Click here to Join the Annual Meeting

Check your system Requirements

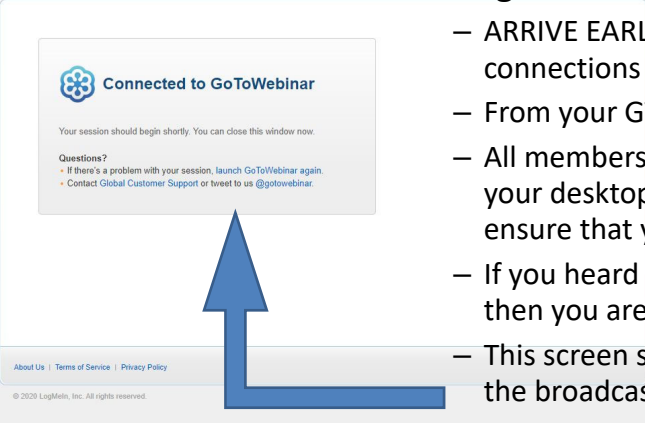


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Pre-Meeting **Annual Meeting** Troubleshooting Post-Meeting Voting (Delegates)

ANNUAL MEETING (Saturday, July 11th)

GoToWebinar® **Joining in** 24/7 Support



- ARRIVE EARLY (15-20 min) in order to check your connections (audio, screen)
- From your GTW email, click on the *JOIN WEBINAR* link
- All members will need to use computer audio (check your desktop, laptop, tablet, smartphone options) to ensure that you see the screen and hear audio.
- If you heard an automated message upon connecting, then you are set and ready to go.
- This screen shows the “waiting room” before the broadcast begins.



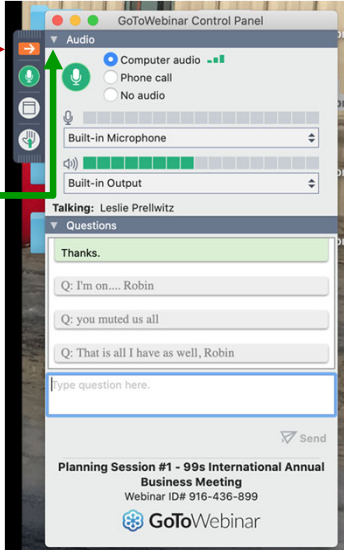
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Pre-Meeting **Annual Meeting** Troubleshooting Post-Meeting Voting (Delegates)

Checking Your Set-Up: PC Desktop/Laptop

- **GoToWebinar Control Panel**
 - If the Control Panel is minimized, click on the **red arrow** button to open it.
 - Click on **Audio** to open the Audio Options.
 - Check that the speaker on your device is on and that the volume is turned up.
 - Due to the bandwidth required for the number of attendees, webcams and microphones will be muted. (When your microphone is muted, the icon will be red).



OPEN view



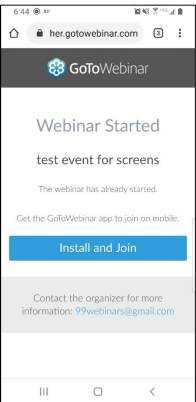
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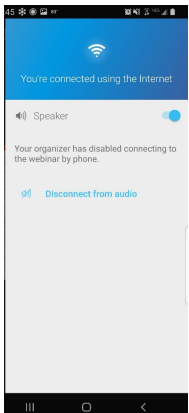
Pre-Meeting Annual Meeting Troubleshooting Post-Meeting Voting (Delegates)

Checking Your Set-Up: Control Panel by Device – Android phone

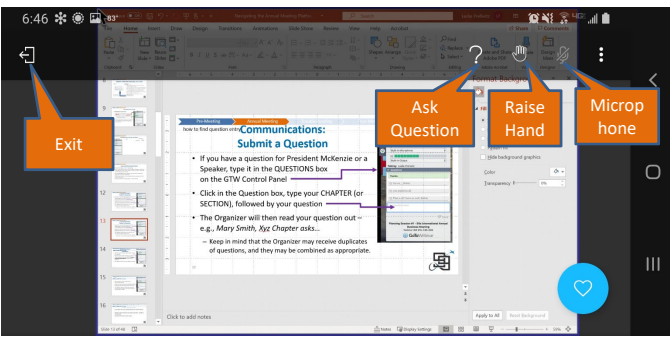
Initial click



Audio Check



Main Screen – Control Panel Above Screen



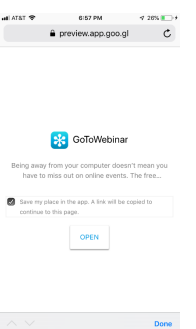
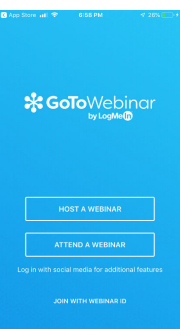
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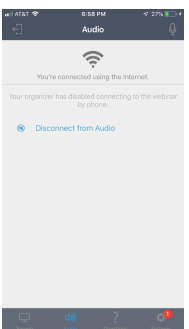
Pre-Meeting Annual Meeting Troubleshooting Post-Meeting Voting (Delegates)

Checking Your Set-Up: Control Panel by Device – iPhone

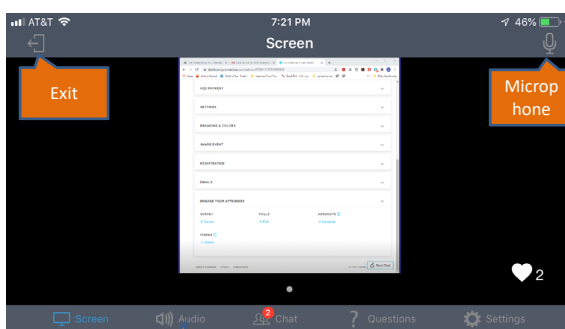
Initial click and setup

Audio Check



Main Screen – Control Panel Below Screen



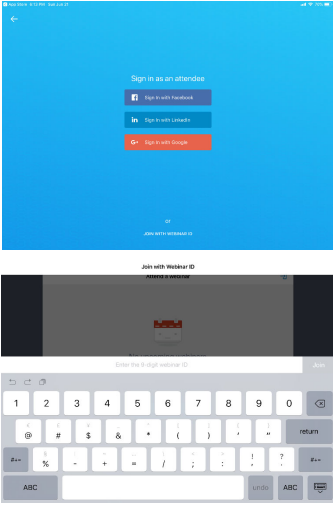
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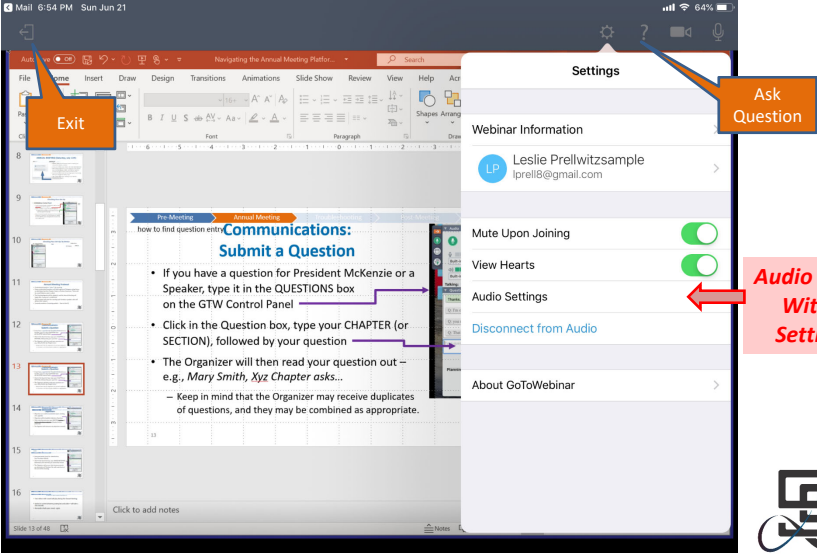
Pre-Meeting **Annual Meeting** Troubleshooting Post-Meeting Voting (Delegates)

Checking Your Set-Up: Control Panel by Device – iPad

Initial click



Main Screen – Control Panel Above Screen



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Pre-Meeting **Annual Meeting** Troubleshooting Post-Meeting Voting (Delegates)

Annual Meeting Protocol

- Credentialed members “enter” the meeting
- Some credentialed members will hold registered Delegate voting forms as distributed by their Chapter Chairs or Section Governors. These will be used if/when a vote is called.

Locate and Open your Annual Meeting Packet

- The Credentials Report will be adopted, the Meeting Rules will be adopted, and then Meeting Agenda will be adopted. The Annual Meeting will begin after a quorum is established.
- The President will chair the meeting and introduce speakers who will deliver their reports.


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Annual Meeting Protocol: Communications


Three (3) Key Communications



Questions




Announcements



Objections
(for voting...
for Delegates)

All communications use the Questions Feature



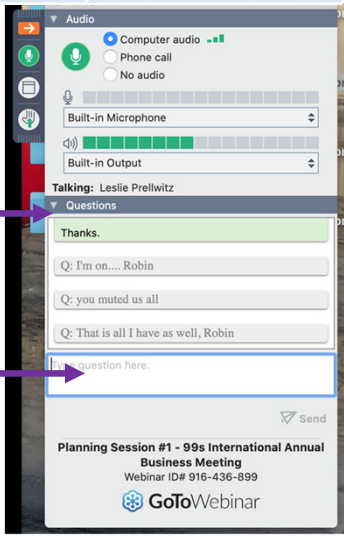

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Communications: Submit a Question

- If you have a question for President McKenzie or a Speaker, type it in the QUESTIONS box on the GTW Control Panel **while they are speaking**
- Click in the Question box, type your CHAPTER (or SECTION), followed by your question
- The Organizer will then read your question out – e.g., *Mary Smith, Xyz Chapter asks...*
 - Keep in mind that the Organizer may receive duplicates of questions, and they may be combined as appropriate.

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Annual Meeting Protocol: Find Your Questions Feature

Android

iPhone

iPad (iOS)

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Communications: Objections

- Used for voting items: credentials report, meeting rules, agenda
- Used by Delegates (they are the voters!)
- Objections will be handled similarly to Questions
- Click in the Question box, type **OBJECTION**
 - add section/chapter if possible
- The Organizer will announce any objections received

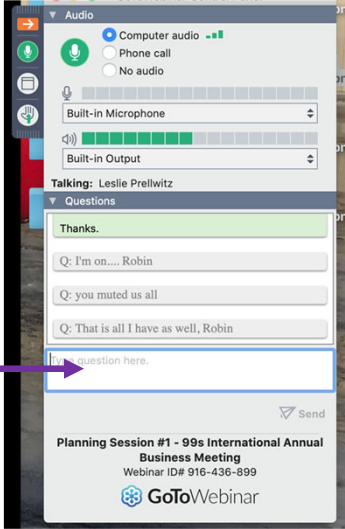
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Communications: Announcements

- Announcements must be submitted to Vice President Bulluck
- Click in the Question box, type **ANNOUNCEMENT**, followed by the info that you would like shared
- The Organizer will ensure that Announcements are directed to VP Bulluck. She will read them at the end of the meeting.



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Video considerations

- Two videos with sound will play during the Annual Meeting.
- The first video is at the beginning of the meeting
- The switch in screen between powerpoint and video will take a few seconds
- Check your sound - Again

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TROUBLESHOOTING

Links available from GoToWebinar on:

Joining

How to Join a Webinar
<https://support.goto.com/webinar/how-to-join-attendees>

Error – “I can’t join my session”
<https://support.goto.com/webinar/help/i-cant-join-my-session-g2w060002>

Audio Setup

Connecting through computer mic and speakers
<https://support.goto.com/webinar/help/connect-to-audio-using-the-internet-mic-and-speakers-g2w050038>

Audio Help & FAQs
<https://support.goto.com/webinar/help/audio-help-and-faqs-g2w060006>

Reminder: Telephone audio is disabled for the Annual Meeting.

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POST-MEETING IBOD SESSION

- The International Board of Directors (IBOD) typically holds a Board meeting after the Annual Meeting. This meeting is open to interested Members.
- The GTW platform will be held open for this IBOD Meeting.
- It will begin following a 10-minute break after the Annual Meeting adjourns.
- Please feel free to stay on the line and join us.



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QUESTIONS?

Before we move to the section on VOTING, do we have any questions on the material presented so far?

- Credentials Check-In / Validation for the Annual Meeting ?
- GoToWebinar platform for the Annual Meeting?

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Annual Meeting

Troubleshooting

Post-Meeting

Voting (Delegates)

How to vote during
the 2020 International
Ninety-Nines Annual Meeting

For credentialed delegates only


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Notification for voting

- As a credentialed delegate, you will receive an email from “*Ninety-Nines International*” approximately 1 hour before the start of the annual meeting, inviting you to vote:
 - This email contains a **LINK** to ElectionBuddy’s online meeting voting site.
 - Please note (jot down) your unique access key and password, which you will use to sign in.
- **N.B. If you are a credentialed delegate and do not receive this notification email, first check your junk mail, then contact:**
Kathy Fox kathleen.fox@sympatico.ca




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When and how do I sign in to vote?

- You may sign in to vote anytime after you receive the notification email, but it is recommended to wait until just before the annual meeting starts.
 - Click on the link in the email.
 - Enter your access code and password.
 - Select “Authenticate”.
- **You will need to log in separately from the GoToWebinar platform** being used to host the annual meeting.
- **N.B. Consider using one of these two options for managing the 2 platforms:**
 - **open 2 separate tabs on your browser (one for ElectionBuddy voting and one for GoToWebinar); OR**
 - **use separate devices (e.g., a computer or laptop, with an iPad or smart phone)**

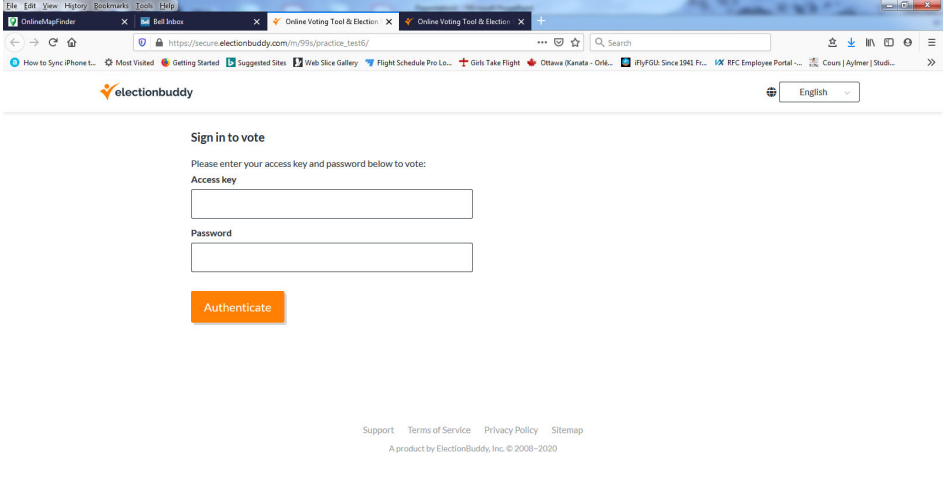


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Sign in Screen for Voting




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After signing in to vote....

- A ballot with a fun question will appear on screen that will allow you to practice how to enter your vote(s) up to the maximum votes you carry.
- Please record, verify, and submit your vote(s) on this practice question.



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Sample Practice Ballot

Continue to Review >

Verify your selection

? Help

6:30 PM
6/14/2020

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Submit your vote

Ballot > **Verify** > Confirmation

Ninety-Nines International
Duplicate of Test Vote 5 - Ninety-Nines Annual Meeting

Review your choices below. To change, choose 'Edit ballot' or to finalize and vote, choose 'Submit ballot'

Practice question

Do you think adults should get free ice cream in the summer? You have 2 votes to assign to the options.

Yes - I agree. — 2 votes allocated

No - I do not agree. — 0 votes allocated

Edit ballot

Submit ballot >


4:37 PM
6/14/2020

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What happens next?

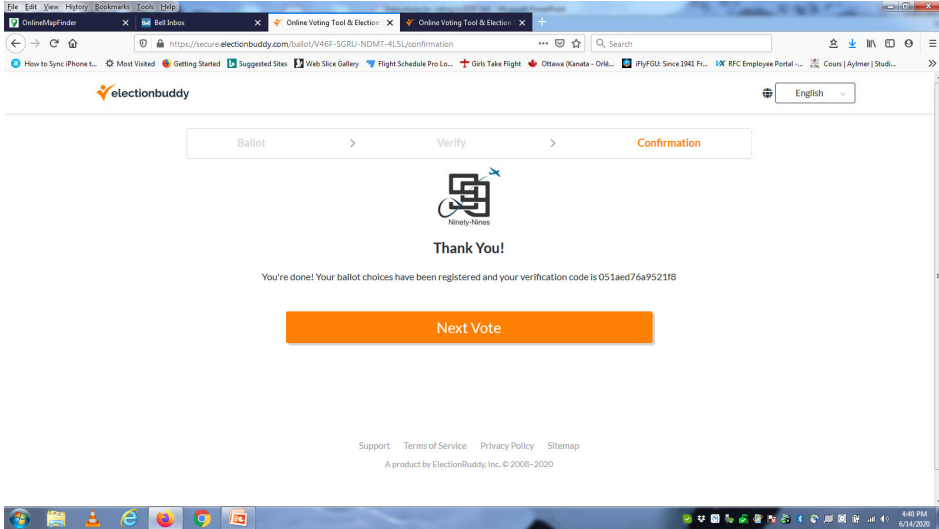

- You will see a screen that confirms your vote has been submitted and says “Next Vote”.



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Select “Next Vote”

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Pre-Meeting > Annual Meeting > Troubleshooting > Post-Meeting > **Voting (Delegates)**

Getting ready for the next ballot

- After selecting **NEXT VOTE**, **WAIT** on the following screen that appears.
- It will say: ***“When Meeting Votes are live, the buttons to access the voting process will appear here.”***

(Please do not close or refresh your browser.)

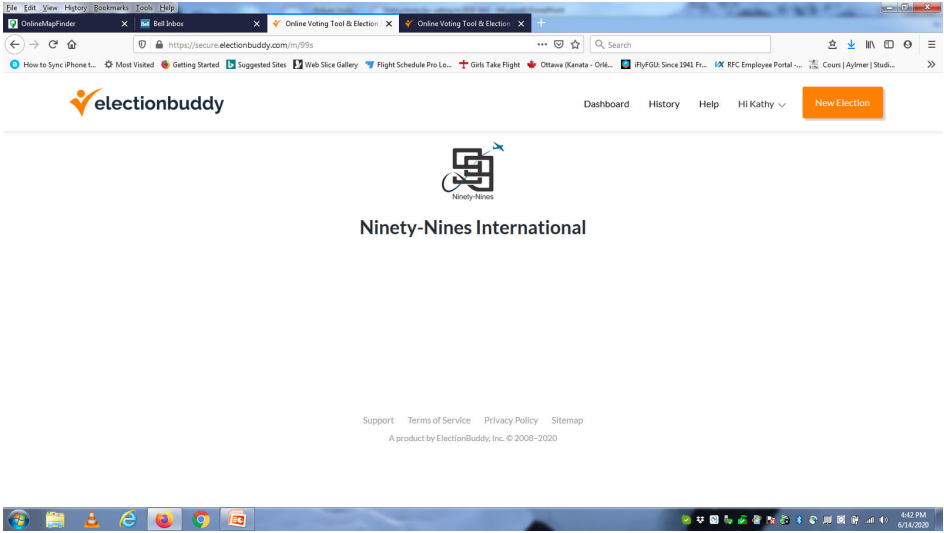
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Pre-Meeting > Annual Meeting > Troubleshooting > Post-Meeting > **Voting (Delegates)**

Wait here: When Meeting Votes are live, the buttons to access the voting process will automatically appear here.



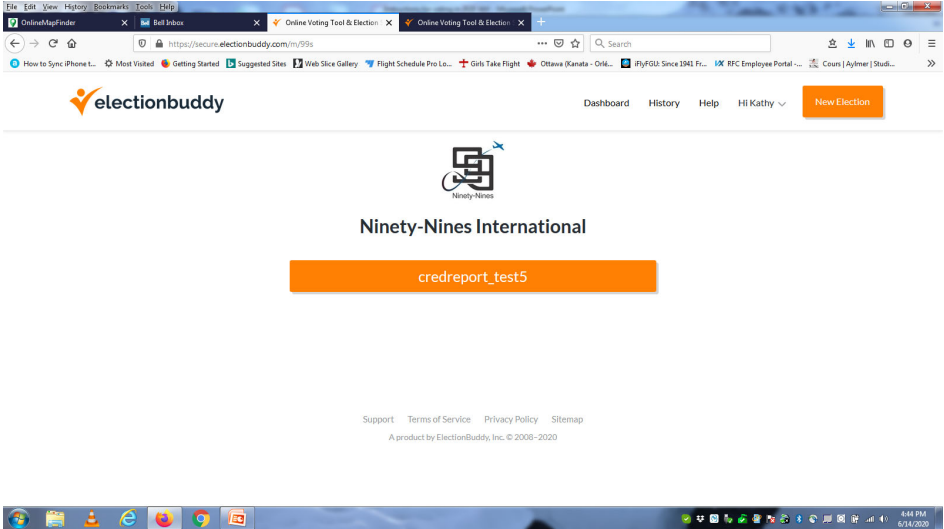
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Link to next question will appear here automatically
– click on the link to access the ballot




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Other votes?

- If necessary, other votes during the annual meeting will be called by the President. Just follow the same steps.
- **If at any time, you are unable to access the next vote**
 - just type the following link in your browser, and you will be re-admitted to the voting site

<https://secure.electionbuddy.com/m/99s>




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QUESTIONS ?

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Thank You!

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