

# Joining the GWSC 2021 AGM by Microsoft Teams

## Preparation

In advance of the meeting, if you don't already have it, install Microsoft Teams on your device. This is recommended to be a PC, laptop or tablet, although it is possible to use a phone. The Teams app is available in the various App stores.

## To Join the Meeting

Click on the link in the email sent on Thursday 9<sup>th</sup> July, or paste the URL into your browser.

Once you have joined the meeting you will see a control bar just about the bottom of the screen. It will be similar to this:



You can turn video and microphone on and off by clicking on the icons. Please stay on mute unless invited to speak. To leave the meeting click the red hang up button. If you do not see the control bar, hover or click just above the bottom of the screen.

Clicking on the button with the three dots will open a menu of options. One option is to raise your hand. Clicking this will alert the meeting organiser that you have your hand up. To lower your hand, click again.

We will use the 'hand up' capability for two purposes. If the chair invites questions or comments on any aspect of the meeting, you can raise your hand if you want to speak. Please wait until the chair invites you to speak before unmuting your microphone. If there is a vote on a motion, the chair will ask all those For to raise their hand. Once the votes have been counted please lower your hand, so the Against and then Abstentions can also be counted.

If you have bandwidth issues, you may find it better to disable video.