

DESIGN OF A MEETING

CONSIDERATIONS ON SECURITY AND PARTICIPATION FOR A VIRTUAL GENERAL MEETING (COVID-19)

7th October 2020

As we enter the final quarter of the year it appears unlikely that the public health (COVID-19) restrictions will ease to such an extent that a co-operative society can make reliable plans to hold their AGM in a physical setting. On that basis, ICOS recommend conducting your AGM via electronic means. With the caveat that each society must take responsibility for the method and mode for their AGM the platform that ICOS is recommending, and has successfully used for our AGM, is Zoom.

The website is: www.zoom.us

There are different levels of Zoom that can be used for free (restricted use) or paid tiers with access to more functions, the more you pay. As an organisation, you will need to decide what functions you need and how many participants you could possibly need to cater for. The different price plans can be found [here](#)

MEETING SET-UP

We would recommend when conducting your AGM on Zoom that you implement as many security features as is possible mindful of the balance to be struck with member ease of access, such as:

- Selecting the registration feature
- Generate automatically a meeting ID
- Select passcode and waiting room
- Select computer audio (you may choose not to select this only but including extra options makes managing the attendees within the meeting more complex)
- Select mute participants on entry

See figure 1 below

REGISTRATION SET-UP

- Pre-registration of all attendees, with comprehensive registration process.
- Attendee access to meetings from one device only. This ensures that the administrator can keep control of who is in the meeting at all times by stopping attendees joining via multiple devices.
- Manual registration to ensure meeting host/co-ordinator can verify the identity of the attendee before the link to the meeting is issued. This means that when attendee follows and submits on the link for registration the host / co-ordinator manually and in their own time cross checks these email submissions against the list of collected legitimate email addresses
- Creating email settings to suit your organisation needs.
- Setting your branding, if needed.
- Creating your polls for voting. While a society may have a custom of approving items on the order of business by a proposer and seconder there is a legal requirement to facilitate a move

to a vote. The Zoom 'poll's function can discharge that requirement. You are advised to set up a poll for each resolution item as a back up at the very least.

We recommend in the notice for your meeting with your registration link that you emphasise the need for attendees check their junk/spam folder if they have not received the registration link and giving the name and contact details of someone within your organisation that can be contacted if an attendee has technical queries prior to the AGM.

See figures 2 - 7 below

PRE-MEETING SET UP FOR THE HOST/MEETING CO-ORDINATOR

We recommend that you consider when is appropriate to approve registration and send the email with access (and passcode) to members. It is possible to do this several days in advance as and when each application for registration is received by the host/ co-ordinator. Alternatively, you can decide to do this as one action in the hours immediately preceding the meeting.

We also recommend the host/co-ordinator giving themselves 30 minutes prior to the start of the meeting to ensure everything is set up as needed. For example to:

- Ensure that those who are co-hosting are given co-hosting rights.
- Ensure screen share is turned on to allow for any presentations.
- Ensure that your polls are set up and working correctly.
- Ensure that where on a specific voting matter (more likely to be relevant in a Special General Meeting) a zoom 'break out room' is required that such breakout rooms are ready and waiting and are pre-set to the specifications you need, such as ensuring those who need to move are automatically moved by selecting the correct option.

See Figure 8 below

DURING THE MEETING

We recommend:

- All attendees join the meeting with their microphones muted. The meeting host/co-ordinator can set this prior to the start of the meeting.
- Clarity on how attendees are to comment, question and vote is established by the chairperson at the start of the meeting and, if appropriate, standing orders should be addressed accordingly.
- If using the polling function within Zoom for voting, everyone within the meeting is able to vote apart from those who are host or co-host. If people need to be removed so that only eligible voting members are in the meeting, we suggest activating a "breakout room". This way staff, executives or non-voting members can be moved smoothly to allow for voting to take place. Breakout rooms need to be activated within your account settings before setting up your meeting.

Below are links to tutorials that you might find helpful:

[Scheduling a meeting](#)

[Setting up and customising registration](#)

[Enabling and setting up breakout rooms](#)

[Creating and using Polls](#)

[Adding a co-host](#)

[Generating registration and polling reports](#)

If you have any queries on the above, or how Zoom can be used for your Annual General Meeting, please contact Ciara MacLeod on ciara.macleod@icos.ie

FIGURE 1 SETTING UP YOUR MEETING

Registration	<input checked="" type="checkbox"/> Required
--------------	--

Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 207 897 1523
------------	--

Security	<input checked="" type="checkbox"/> Passcode <input type="text" value="123456789"/> <input checked="" type="checkbox"/> Waiting Room
----------	--

Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Audio	<input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Telephone and Computer Audio <input type="radio"/> 3rd Party Audio
-------	--

Meeting Options	<input type="checkbox"/> Enable Join before host
	<input checked="" type="checkbox"/> Mute participants upon entry
	<input type="checkbox"/> Only authenticated users can join
	<input type="checkbox"/> Breakout Room pre-assign
	<input type="checkbox"/> Automatically record meeting

Alternative Hosts	<input type="text" value="Example: mary@company.com, peter@school.edu"/>
-------------------	--

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
-------------------------------------	---------------------------------------

FIGURE 2 REGISTRATION SET UP

Registration ×

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Allow attendees to join from multiple devices

Show social share buttons on registration page

[Save All](#) [Cancel](#)

FIGURE 3 REGISTRATION EMAIL SETTINGS

Registration **Email Settings** Branding Poll

Email Contact:	Meeting Host, xxx@xxx.ie	Edit
Confirmation Email to Registrants	Send upon registration Send me a preview email	English ▾ Edit

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

FIGURE 4 REGISTRATION BRANDING SETTINGS

Registration Email Settings **Branding** Poll

Banner Your banner is displayed at the top of your invitation page.

[Upload](#)

Image requirements:

- GIF, JPG/PEG or 24-bit PNG
- The suggested dimensions: 640px by 200px
- The maximum dimensions: 1280px by 400px

Logo Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.

[Upload](#)

Image requirements:

- JPG/JPEG or 24-bit PNG
- The suggested dimensions: 200px by 200px
- The maximum dimensions: 400px by 400px

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

FIGURE 5 CREATION OF POLLS

Add a Poll ×

Adoption of the Accounts

Anonymous? ?

1.

Are you FOR or AGAINST the adoption of the 2019 Accounts?

Single Choice Multiple Choice

For	
Against	248

FIGURE 6 CREATED POLL

Registration Email Settings Branding **Poll**

You have created 1 poll for this meeting. [Add](#)

Title	Total Questions	Anonymous
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Poll 1:Adoption of the Accounts Edit Delete </div>	1 question	No

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

FIGURE 7 CUSTOMISED REGISTRATION

Registration ×

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type Short Answer Single answer

Required

Question

8 BREAKOUT ROOM SETTINGS

Breakout Rooms - Not Started ×

▼ Breakout Room 1 Assign

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: seconds

Recreate ▼ Options ▼

9 SCREEN SHARING, WAITING ROOM, UNMUTE

