




ZOOM INSTRUCTIONS FOR THE 2023 CAPA AGM MEETING

ZOOM BEST PRACTICES

- When you are admitted to the AGM Zoom Meeting your audio will be muted to minimize distractions for others on the AGM Zoom Call.
- Please select **Speaker View** at the Top Right of your Zoom screen.
- When asked to propose or second a motion, those who are eligible to do so, should **press the Space Bar** and say their name. Those on a tablet may first have to unmute themselves in the Zoom Screen and then say their name and then mute themselves again.
- When asked to vote on a motion please use the “**Thumbs Up**”  under **Reactions** in Zoom to signify “**For**” or “**Clap**”  to signify “**Against**”.
- Members wishing to pose specific questions regarding Agenda items please use the **Raised Hand**  function at the bottom of the screen (top of the screen on a tablet) and they will be recognized to speak.