

Lumi Tip Sheet for APS, OMSS, PPPS, and YPS meeting attendees

Note: MSS and RFS meeting attendees should refer to the tip sheet posted to their meeting webpages.

Purpose of this resource

This tip sheet will help you navigate the virtual Section meetings held on the Lumi platform where Zoom is integrated into the platform (APS, OMSS, PPPS, and YPS). We recommend that you read this tip sheet prior to attending the virtual meeting and keep a copy available during the virtual meeting for reference.

What does this resource contain?

- [How to log into the virtual meeting](#)
- [How to speak during the virtual meeting](#)
- [How to vote during the virtual meeting](#)
- [Where to go for help](#)

Training session: If you wish to test your system in advance of the meeting, and see a preview of the platform, you may do so on Thursday, June 3, at 8 pm Central time, using this link: <https://web.lumiagm.com/mic-check/#/meetingId=275589430>. Note that you will appear to be entering an APS meeting, but this training session is also intended for members of other Sections.

A separate training session has been arranged for YPS members on June 8 at 8 pm Central time: <https://web.lumiagm.com/mic-check/#/meetingId=206304812>.

Device/browser: Use only a laptop/desktop, NOT a mobile/tablet device, to join the meeting. Google Chrome browser is recommended for the best experience. The latest versions of Firefox, Safari, and Edge are also supported. Do NOT use Internet Explorer.

Need help before or during the meeting? Email HODMeetingSupport@ama-assn.org or call 800-337-1599.

How to log into the virtual meeting

You will be able to join your meeting up to one-hour before the scheduled start time to ensure that you have time to sign in and access all required features.

Step 1: Use the Section's respective link to access the virtual meeting (case-sensitive):

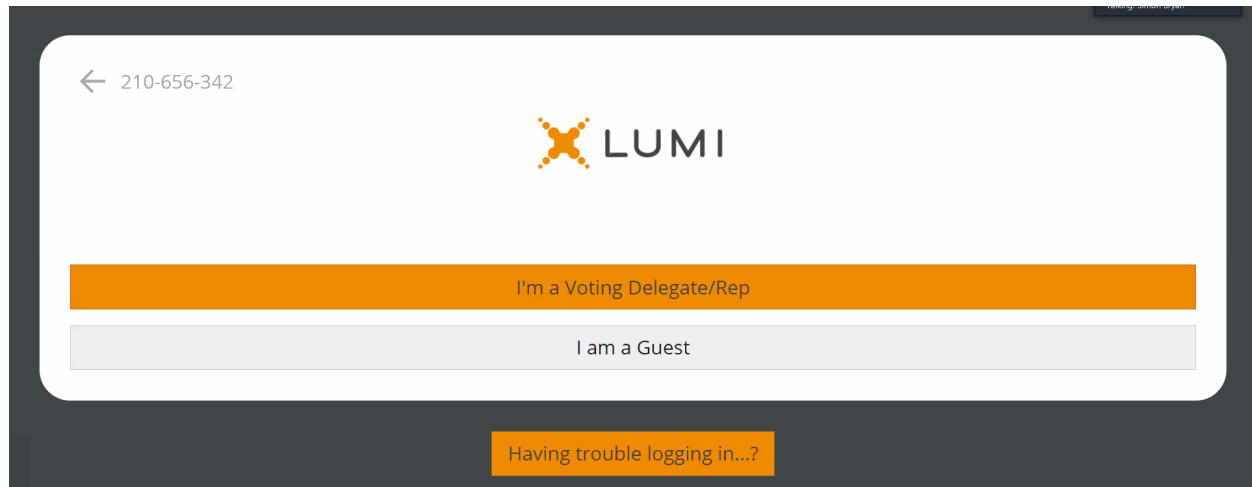
- Academic Physicians Section: <http://bit.ly/aps-meeting-j21>
- Organized Medical Staff Section: <http://bit.ly/omss-meeting-j21>
- Private Practice Physicians Section: <http://bit.ly/ppps-meeting-j21>
- Young Physicians Section: <http://bit.ly/yps-meeting-j21>

Step 2: Enter the meeting:


- Click on the button that describes your role: “I am a Voting Delegate/Rep” or “I am a Guest.” Alternate Delegates will enter the meeting as Guests.
 - [Voting Delegates/Representatives](#): enter the six-digit Delegate/Representative Code provided to you by email (from AMASections@ama-assn.org). Enter the password: ama (all lower-case).
 - Guests: answer the questions to enter the meeting

Important notes about logging in:

- Any Delegate/Representative code that you received for a Section meeting is for that meeting only. If you are a Delegate/Representative for another Section or a delegate in the AMA House of Delegates, you will receive separate codes for each meeting.
- Use only a laptop/desktop, NOT a mobile/tablet device, to join the meeting.
- Google Chrome browser is recommended for the best experience. The latest versions of Firefox, Safari, and Edge are also supported. Do NOT use Internet Explorer.

A screenshot of a mobile application interface for LUMI. At the top left, there is a back arrow and the number '210-656-342'. In the center, the LUMI logo is displayed. Below the logo, there are two buttons: an orange button labeled 'I'm a Voting Delegate/Rep' and a light gray button labeled 'I am a Guest'. At the bottom, there is an orange button labeled 'Having trouble logging in...?'.

← 210-656-342

LUMI

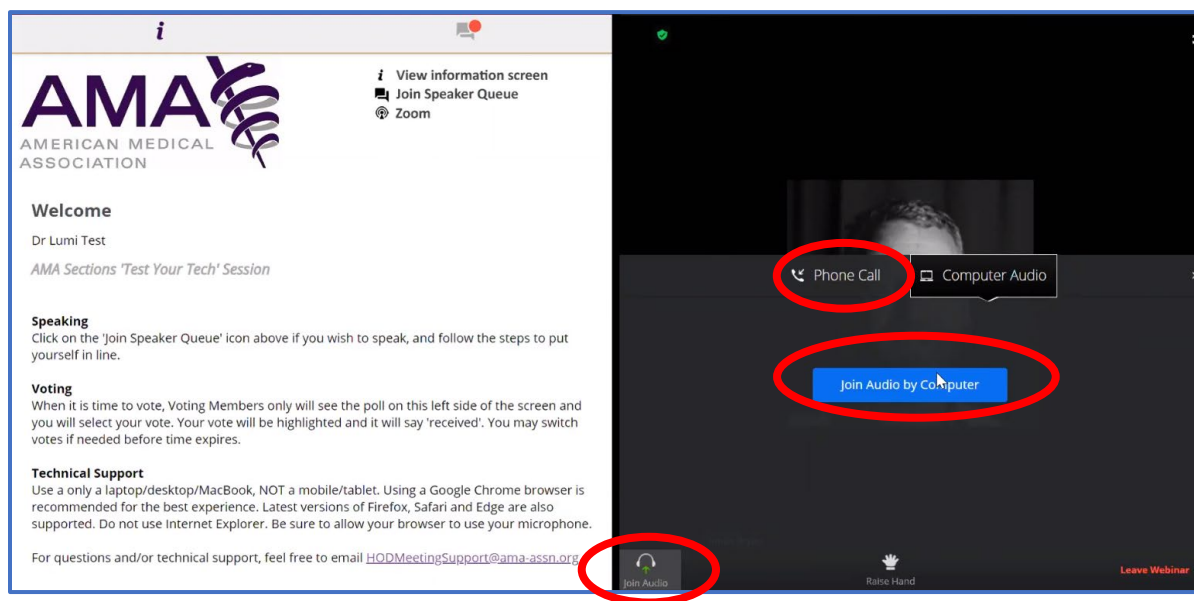
I'm a Voting Delegate/Rep

I am a Guest

Having trouble logging in...?

Step 3: Connect your computer audio

After entering your details to join the meeting, you must connect your Computer Audio to hear the meeting proceedings. Click on the blue **"Join Audio by Computer"** button that pops up on the right-side panel of the virtual platform. If you do not receive the blue pop-up message, you can click on the "Join Audio" button in the lower left-hand corner of the right window to connect via your Computer Audio. If you are unable to connect to the meeting audio via your computer, you can always join via phone. Click the "Phone Call" link to access telephone numbers and access codes to join the meeting.



Step 4: Orient yourself to the platform

Once you have logged in and connected your audio, you will see an "Info Page" on the left side of your screen and the "Meeting window" on the right side of your screen. This is what you will use each side for:

Info Page / Messaging (left)	Meeting window (right)
<p>Use for:</p> <ul style="list-style-type: none"> Viewing Information Entering the speaking queue Voting on business and elections (<i>Note: voting is only available to voting delegates/representatives</i>). 	<p>Use for:</p> <ul style="list-style-type: none"> Viewing / listening to meeting proceedings (e.g., PowerPoint presentations, amended policy language, etc.) Raising your hand to speak after being called on by the Chair/Speaker Enabling audio to participate in the discussion, after being called on by the Chair/Speaker

AMA
AMERICAN MEDICAL
ASSOCIATION

Welcome
Dr. Lumi Test
AMA Sections 'Test Your Tech' Session

Speaking
Click on the 'Join Speaker Queue' icon above if you wish to speak, and follow the steps to put yourself in line.

Voting
When it is time to vote, Voting Members only will see the poll on this left side of the screen and you will select your vote. Your vote will be highlighted and it will say 'received'. You may switch votes if needed before time expires.

Technical Support
Use a only a laptop/desktop/MacBook, NOT a mobile/tablet. Using a Google Chrome browser is recommended for the best experience. Latest versions of Firefox, Safari and Edge are also supported. Do not use Internet Explorer. Be sure to allow your browser to use your microphone.
For questions and/or technical support, feel free to email HODMeetingSupport@ama-assn.org

1 (1) RESOLUTION 3 – EHR-INTEGRATED PDMP RAPID ACCESS
2
3
4 RECOMMENDATION:
5
6 Mister Speaker, your Reference Committee recommends
7 that Resolution 3 be adopted and transmitted to the AMA
8 House of Delegates for consideration at the 2019 AMA
9 Annual Meeting.
10
11 Resolution 3 asks that our AMA advocate, at the state and national levels, to promote
12 Prescription Drug Monitoring Program (PDMP) integration/access within Electronic
13 Health Record workflows (of all developers/vendors) at no cost to the physician or other
14 authorized health care provider.
15
16 Your Reference Committee heard limited testimony, all in support of Resolution 3. We
17 therefore recommend that Resolution 3 be adopted and transmitted to the AMA House
18 of Delegates for consideration at the 2019 Annual Meeting.
19
20 (2) RESOLUTION 6 – GENDER EQUITY IN HOSPITAL
21 MEDICAL STAFF BYLAWS
22
23 RECOMMENDATION:
24
25 Mister Speaker, your Reference Committee recommends
26 that Resolution 6 be adopted and transmitted to the AMA
27 House of Delegates for consideration at the 2019 AMA
28 Annual Meeting.
29
30 Resolution 6 asks that our AMA: (1) affirm that hospital medical staff bylaws should

How to speak during the virtual meeting

To maintain order, we will use a speaker queue. Think of this as a virtual way to line up at the microphone during an in-person meeting. To join the speaker queue, follow these steps:

Step 1: Click the messaging icon in the upper menu bar

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Step 2: Use the text box to indicate what you wish to speak about

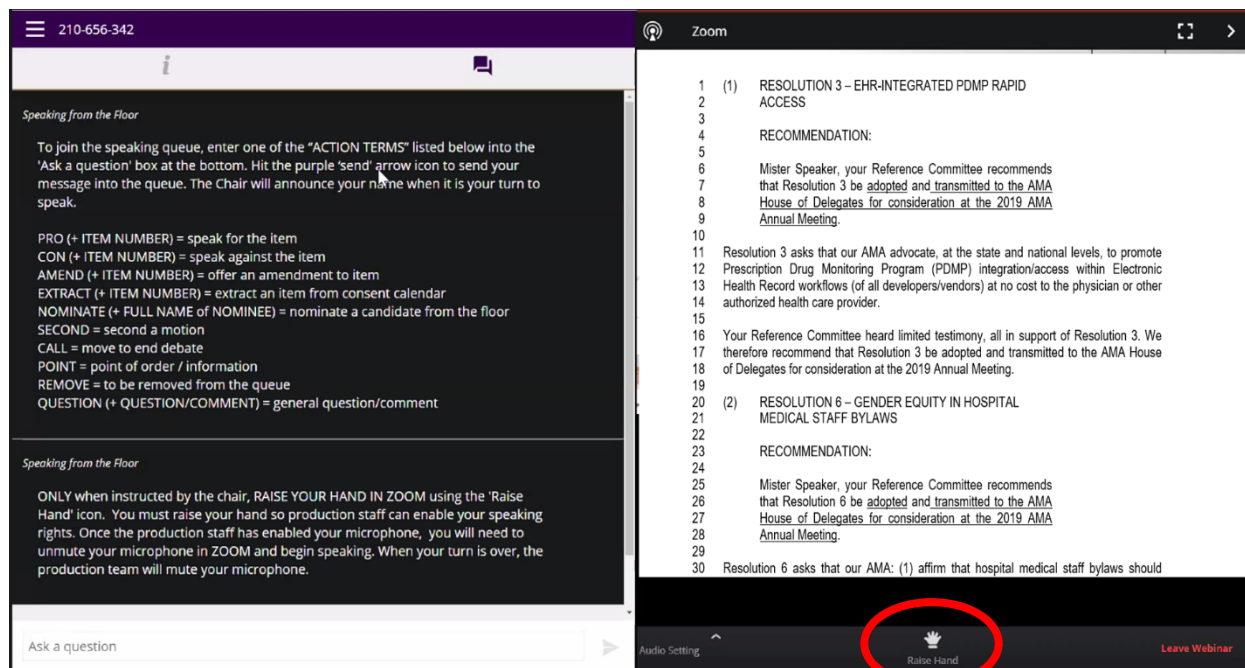
In the text box at the bottom of the left-hand side of your screen, enter one of the action terms shown on the screen and hit the “send” arrow icon to send your message into the queue.

- For example, if you want to speak in favor of an item, type the word “PRO” followed by the item number. Another example: if you wish to raise a point of order, simply type the word “POINT.”
- Note: Using the action terms will help your Chair/Speaker as they sort through the requests to speak.

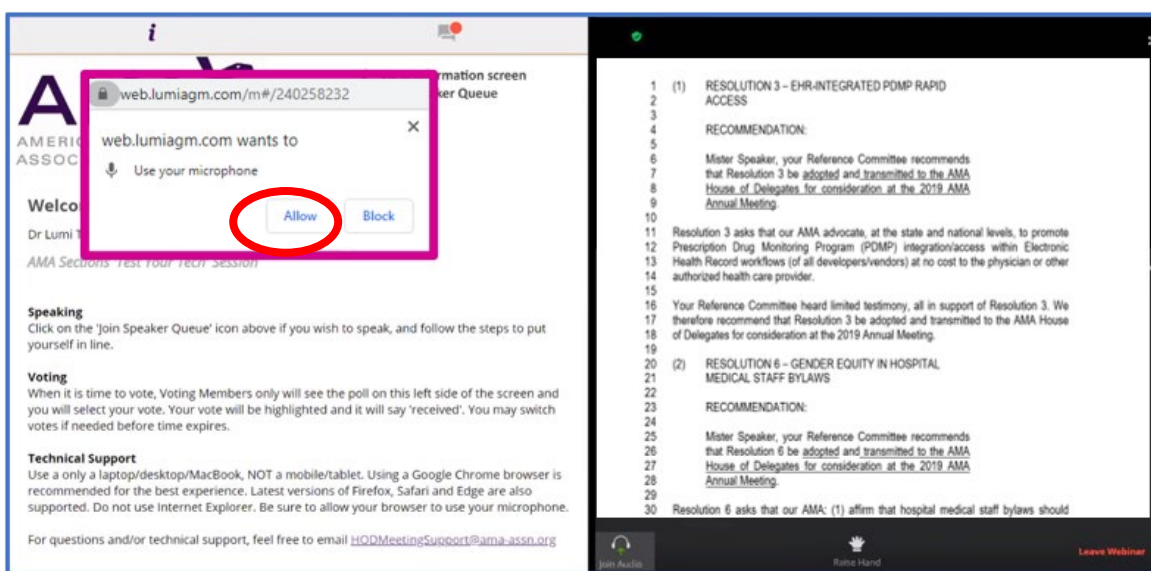
The screenshot shows a Zoom webinar interface. On the left, a panel titled "Speaking from the Floor" provides instructions on how to join the speaking queue using "ACTION TERMS". It lists several terms: PRO (+ ITEM NUMBER), CON (+ ITEM NUMBER), AMEND (+ ITEM NUMBER), EXTRACT (+ ITEM NUMBER), NOMINATE (+ FULL NAME of NOMINEE), SECOND, CALL, POINT, REMOVE, and QUESTION (+ QUESTION/COMMENT). Below this, it states that users must raise their hand in Zoom to enable their microphone. At the bottom of this panel, a text box labeled "Ask a question" is circled in red. To the right of the text box is a red arrow icon, also circled in red. On the right side of the screen, a list of resolutions is displayed, including Resolution 3 (EHR-INTEGRATED PDMP RAPID ACCESS) and Resolution 6 (GENDER EQUITY IN HOSPITAL MEDICAL STAFF BYLAWS). The bottom of the screen shows Zoom controls like "Audio Setting", "Raise Hand", and "Leave Webinar".

Step 3: Enable/unmute your microphone and speak

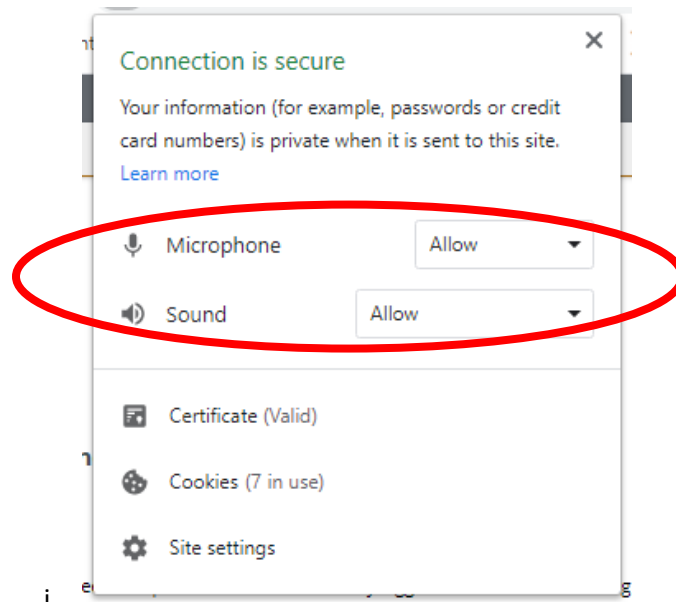
- (a) **WHEN** you are called upon to speak by the Chair/Speaker, raise your hand by clicking on the Raise Hand icon found in the lower portion of the right hand screen.



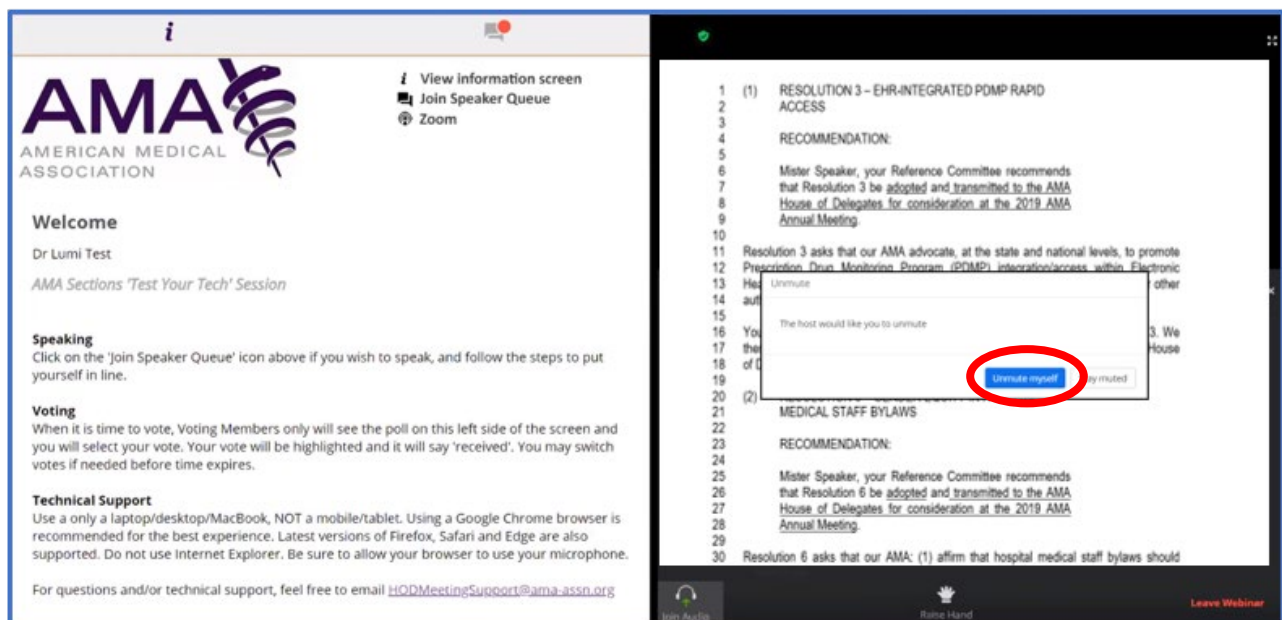
- (b) Once the production staff have enabled your microphone, you will be prompted to click **“ALLOW”** on the pop up from your web browser to give your browser access to your microphone, (you only need to do this the first time you speak).



If you do not receive a pop up from your web browser to allow your audio and microphone, you can click on the padlock icon in the browser bar right before the web address to bring up your microphone and sound settings for your browser. Make sure both say ALLOW.



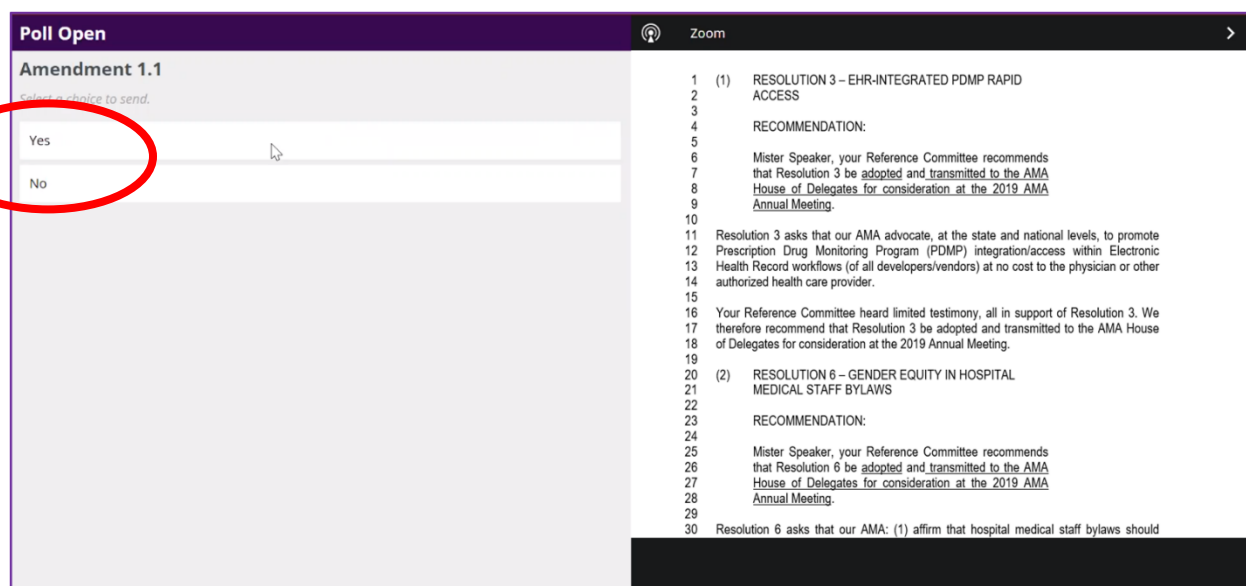
(c) **Next**, you will unmute your microphone in the popup window that appears in the right-hand screen:



- (d) You may begin speaking. Once your turn to speak is over, the production team will mute your microphone for you.

How to vote during the virtual meeting

- When a motion / election is put before the meeting, the voting will automatically pop up within the virtual platform in the left-hand screen. To vote, click on your selection to cast your vote. *(Note: voting is only available to voting delegates; if you are logged in as a guest/alternate delegate you will not see the voting screen).*
- To change your vote, click on another selection. You may change your vote at any time while the voting period is open.
- Once the voting period has closed, your last selected vote will be submitted.



Where to go for help

Members with technical issues may contact HODMeetingSupport@ama-assn.org or call 800-337-1599 for assistance. Please note that unless there is a widespread outage in one area, the meeting proceedings will continue.