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.

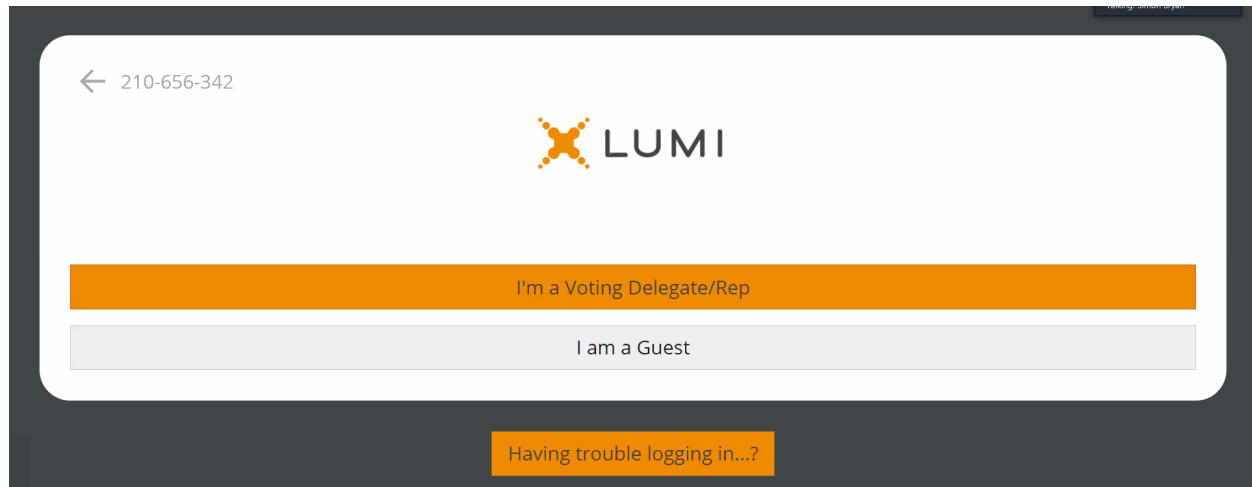**Step 1: Use the Section's respective link to access the virtual meeting (case-sensitive):**
- Academic Physicians Section: http://bit.ly/aps-meeting-j21
- Organized Medical Staff Section: http://bit.ly/omss-meeting-j21
- Private Practice Physicians Section: http://bit.ly/ppps-meeting-j21
- Young Physicians 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.

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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.
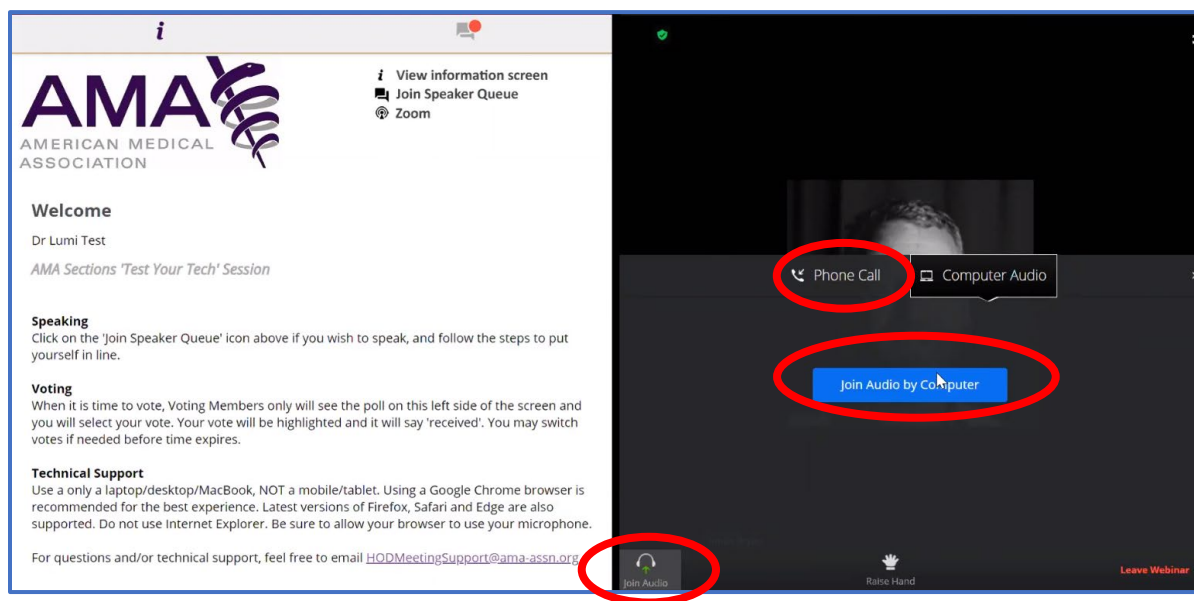
Step 4: Orient yourself to the platform

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)
Use for: • Viewing Information • Entering the speaking queue • Voting on business and elections *(Note: voting is only available to voting delegates/representatives).*	Use for: • 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*

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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

**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.
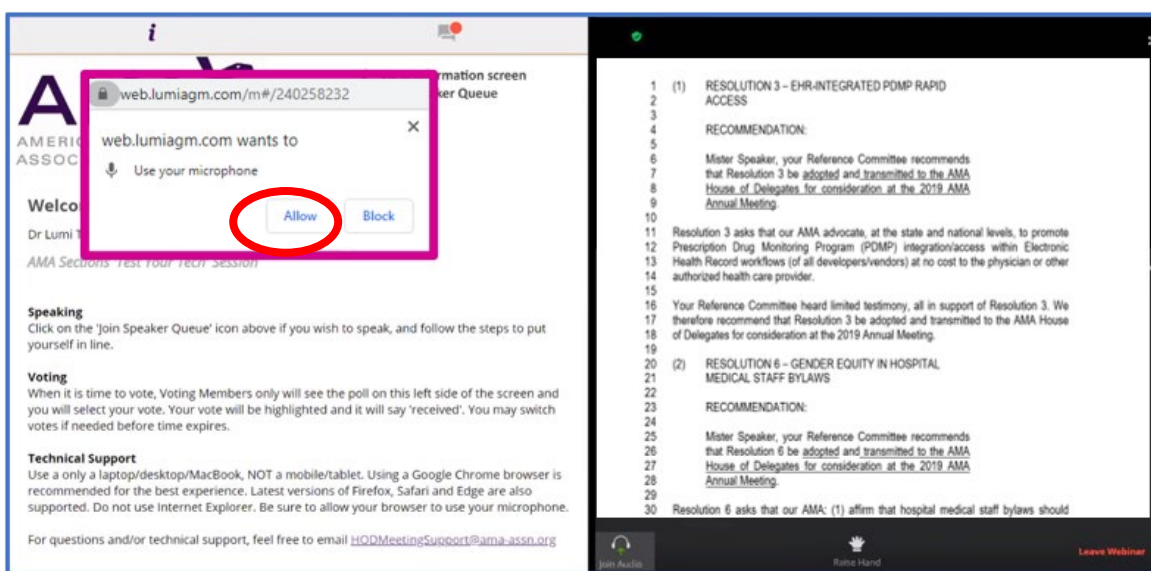
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Step 3: Enable/unmute your microphone and speak

(a) **WHEN** you are called upon to speak by the Chair/Speaker, <u>raise your hand by clicking on the Raise Hand icon found in the lower portion of the right hand screen.</u>
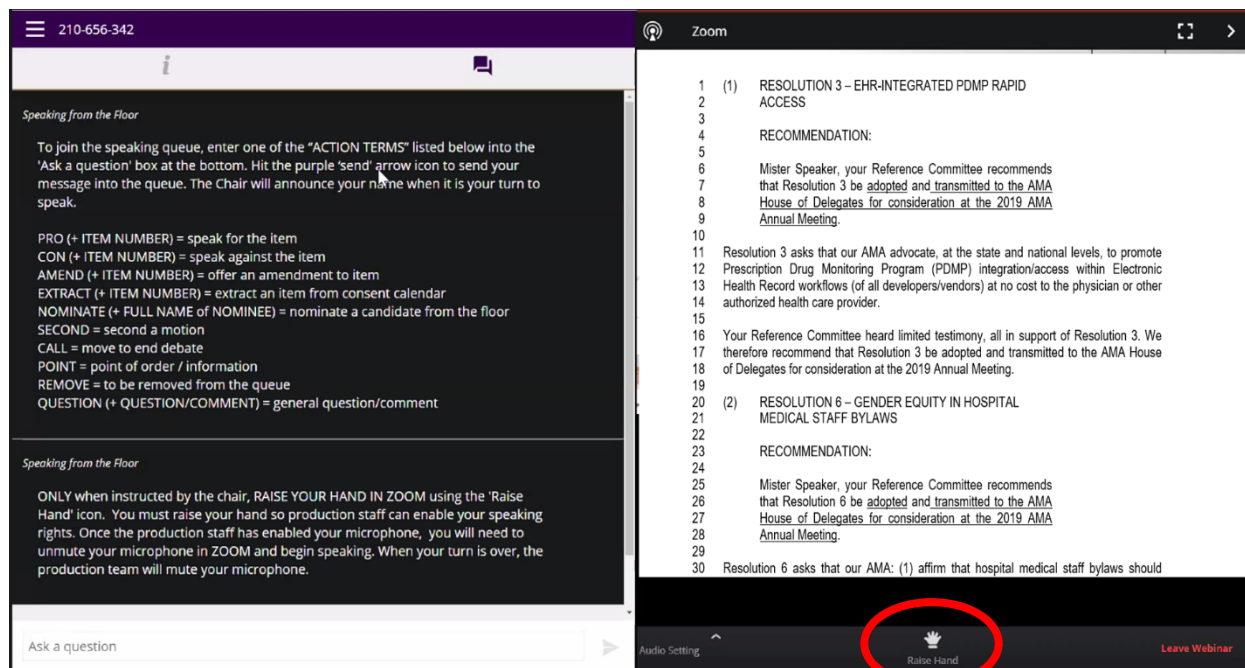
(b) Once the production staff have enabled your microphone, you will be prompted to click "**ALLOW**" on the pop up from your web browser to give your browser access to your microphone, (<u>you only need to do this the first time you speak</u>).

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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.

    i.
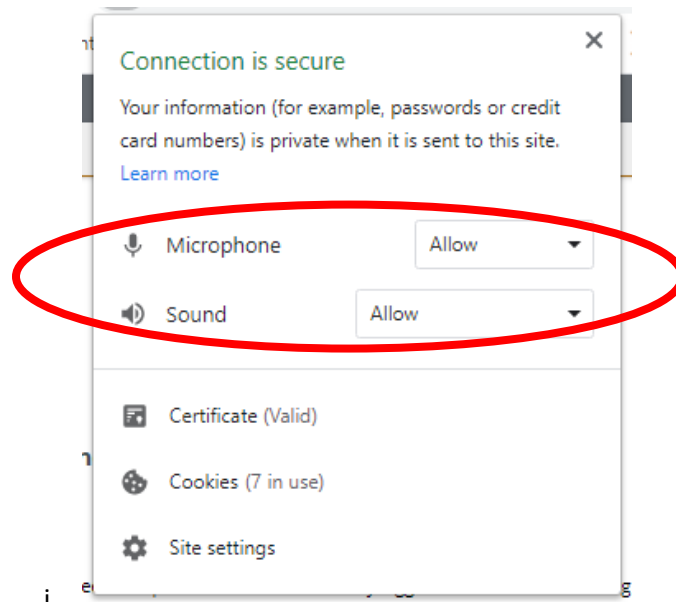
(c) **Next**, you will unmute your microphone in the popup window that appears in the right-hand screen:
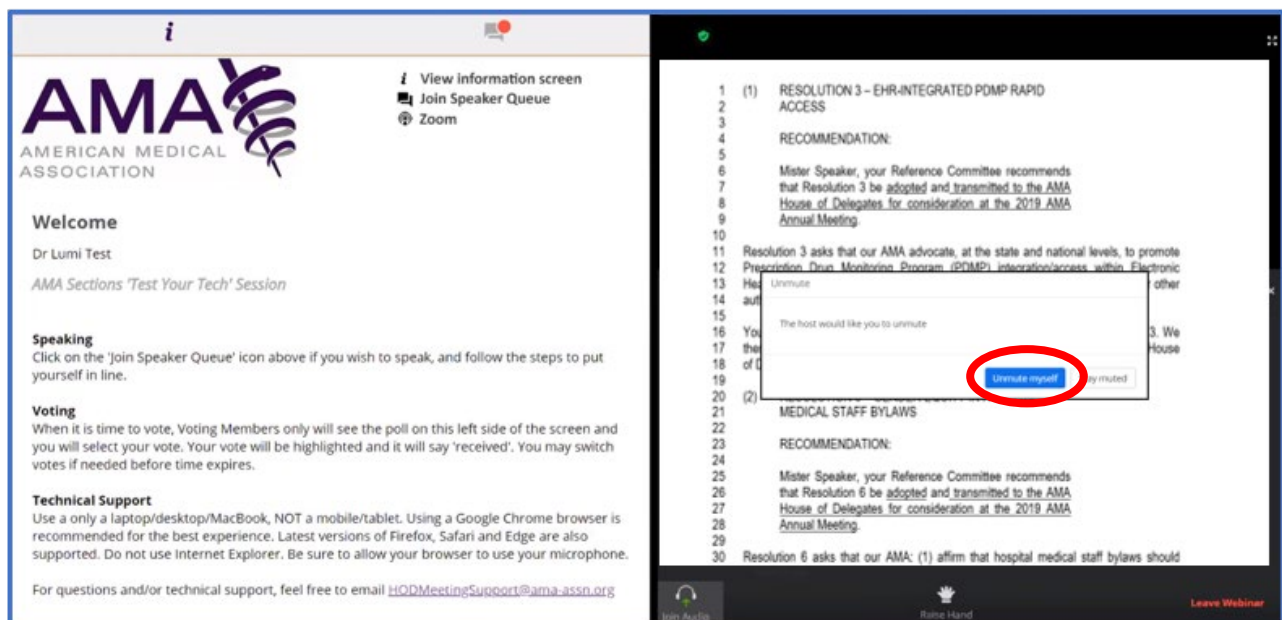
(d) You may begin speaking. Once your turn to speak is over, the production team will mute your microphone for you.

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.
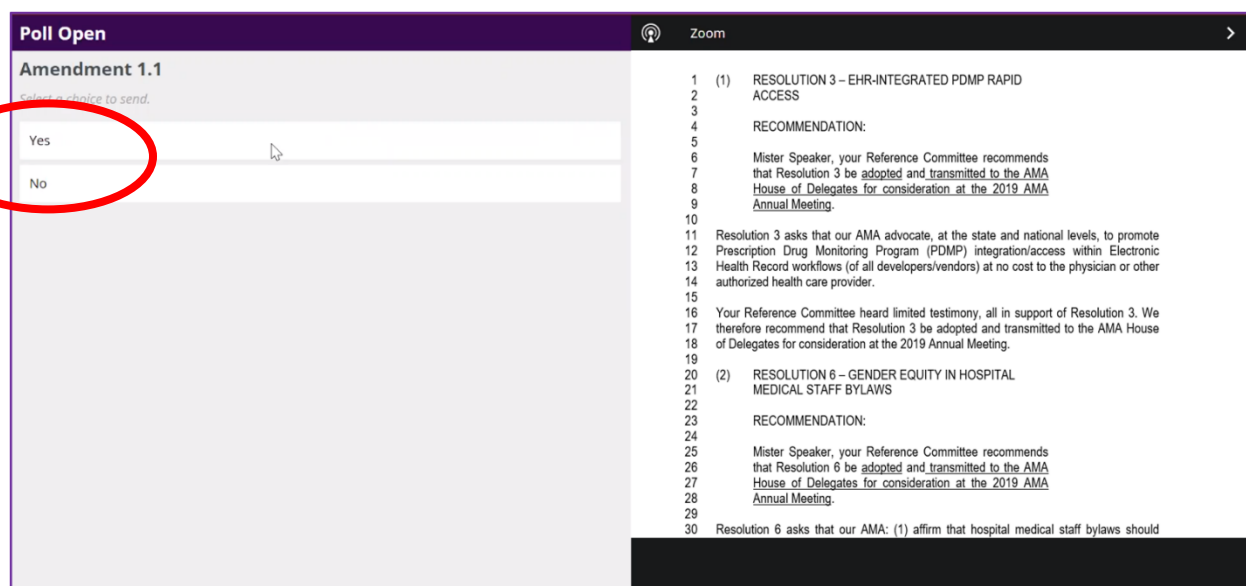
Where to go for help

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.

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