

Lumi Tip Sheet for MSS and RFS meeting attendees

Note: APS, OMSS, PPPS, and YPS meeting attendees should refer to the separate tip sheet posted on their meeting webpages.

Purpose of this resource

This tip sheet will help you navigate the virtual Section meetings held on a combination of the Lumi and Zoom platforms. 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 code and system in advance of the meeting, and see a preview of the platform, you may do so on Thursday, June 3, at 6:45 pm Central time, using these links:

- Zoom webinar for audio and visual: <https://web.lumiagm.com/mic-check/#/meetingId=275589430>.
- Lumi platform for voting and requesting to speak: <https://web.lumiagm.com/231289199>

Note that you will appear to be entering an MSS meeting, but this training session is also intended for RFS members.

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

How to log into the virtual meeting

MSS and RFS meetings will be held on a combination of two platforms:

- All meeting attendees will enter a Zoom webinar for audio/visual of the meeting.
- Additionally, credentialed delegates/representatives and others who wish to speak will enter the Lumi platform to vote and to request to speak. **If you do not intend to vote or speak, you need only login to Zoom.**

Voting members will have **both** the Zoom webinar and the Lumi Platform open on their computers in two different windows. You may use two devices. For example, a separate mobile or tablet may be used to log into the Lumi platform to request to speak and vote.

Step 1: Enter the Zoom webinar for audio/visual of the meeting.

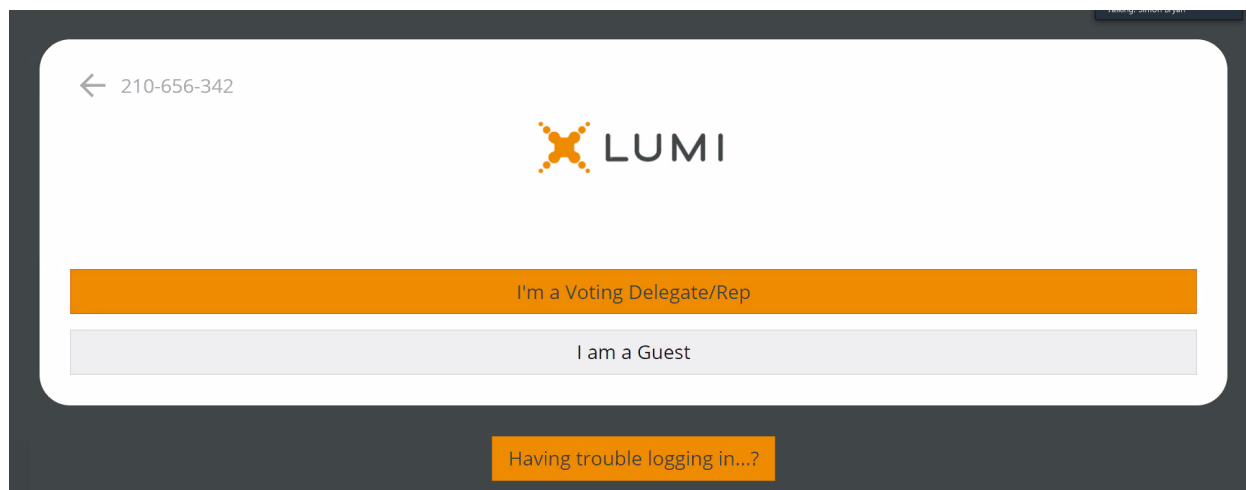
- MSS Zoom webinar: <http://bit.ly/mss-meeting-zoom-j21>
- RFS Zoom webinar: <http://bit.ly/rfs-meeting-zoom-j21>

Step 2: Enter the Lumi platform to vote and to request to speak.

- MSS Lumi: <http://bit.ly/mss-meeting-j21>
- RFS Lumi: <http://bit.ly/rfs-meeting-j21>

When you enter the Lumi platform, select “I’m a Voting Delegate/Rep” or “I am a Guest” and follow the prompts.

- Lumi Delegate/Representative code: Enter the six-digit Delegate/Representative Code provided to you by email (from AMASections@ama-assn.org).
- Lumi password: ama (case sensitive)



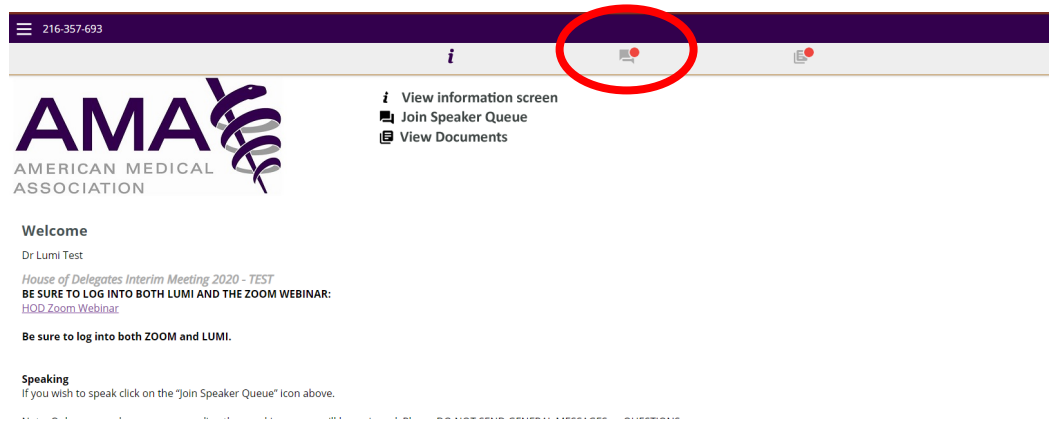
Important notes about logging in:

- Be sure to enter the same first and last name in Zoom as is shown in Lumi.
- 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.
- 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.

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 in the Lumi platform:

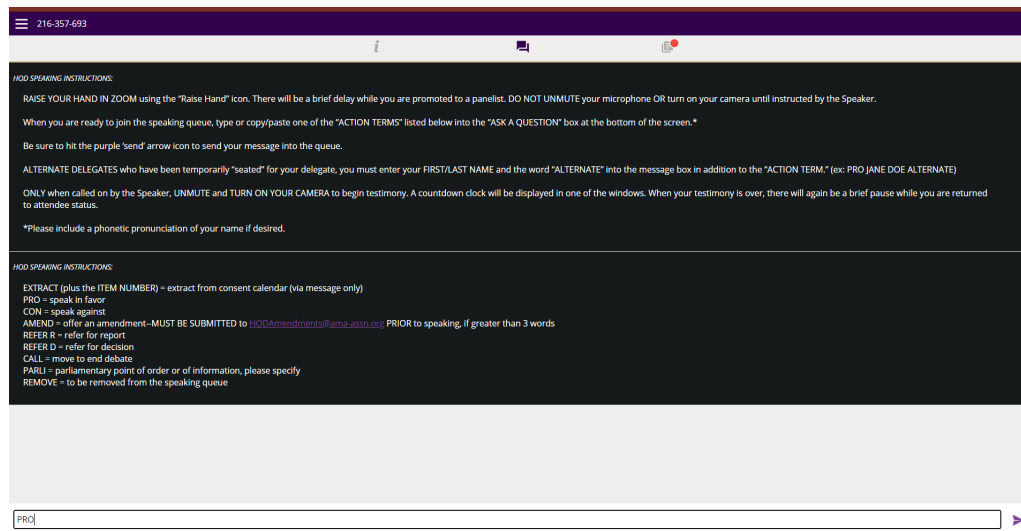
Step 1: Click the messaging icon in the upper menu bar



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

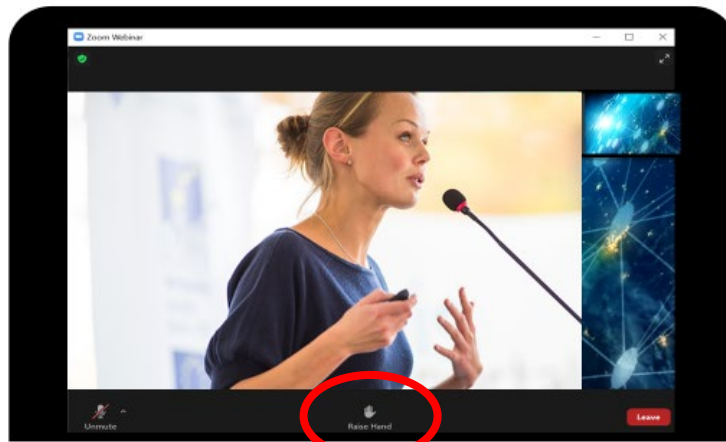
In the text box at the bottom of your screen, enter one of the action terms shown on the screen and hit the “send” arrow icon to send your message into the queue.

- 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.” **Do not enter any other comments or questions into the box.**
- Using the action terms will help your Chair/Speaker as they sort through the requests to speak.



Step 3: Speaking

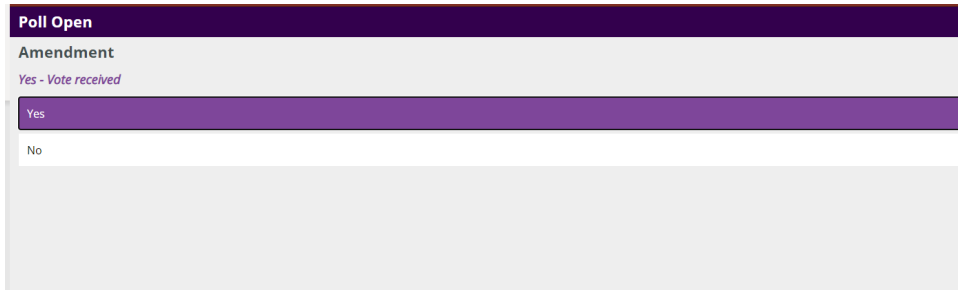
The presiding officer will announce the order of speakers. When your name is announced, **raise your hand in the Zoom platform.**



- There will be a slight pause as you are moved from an "Attendee" in Zoom to a "Panelist." **DO NOT unmute or turn on your camera until directed to do so by the presiding officer.**
- When it is your turn to speak, turn on your microphone and your camera (if desired) and begin speaking.
- Once your turn to speak is over, the production team will mute your microphone and disable your camera, moving you back to an 'Attendee' (again there will be a slight pause as you switch back).

How to vote during the virtual meeting

- Voting items will appear automatically in the Lumi platform.
- When the vote appears, select your response and your vote will be cast automatically. If you wish to change your vote, you may do so as long as the poll is open. Remember only your last selection will be counted.
- Note: Voting is only available to voting members; if you are logged in as a guest/alternate delegate you will not see the voting screen.



The screenshot shows a voting interface on the Lumi platform. At the top, a dark purple header reads "Poll Open". Below this, the text "Amendment" is displayed. Underneath, it says "Yes - Vote received". There are two main options: "Yes", which is highlighted with a dark purple background, and "No", which is in a light grey background.

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.