2023 AMA Medical Student Section Annual Meeting
Technology Tip Sheet

This technology tip sheet will help you navigate the hybrid MSS Annual Meeting. We recommend that you read this tip sheet prior to attending the meeting and keep a copy available during the meeting for reference.

What does this resource contain?
- Overview of the hybrid meeting
- How to join the meeting
- How to speak
- How to vote

Training session
Don’t miss the opening session of the MSS Annual Meeting on **Wednesday, June 7, at 5 pm Central time**. The Speakers will guide participants – both in-person and virtual – through the use of the Lumi platform and how the meeting will function.

Hybrid Meeting Overview

The MSS will test a limited hybrid policymaking opportunity at the 2023 Annual Meeting:
- Credentialed delegates will have the option to participate fully in business activities of the section (policymaking and elections) either in-person or virtually.
- Non-voting participants will be able to observe the proceedings in-person or virtually and participate as permitted (i.e., testify on items of business).
- Education sessions, region meetings, and other MSS sessions will not be available virtually.

When you registered for the meeting, you selected to participate in-person or virtually. If your plans have changed, you must contact us at AMASEctions@ama-assn.org to switch from in-person to virtual or vice versa.

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

All meeting participants, whether in-person or virtual, will use a web-based meeting platform (Lumi) to vote and/or to request to speak during the meeting. Additionally, virtual participants will use a Zoom window embedded in the Lumi platform to observe the proceedings (i.e., see/hear speakers and projected content) and to speak/be seen.

Even if you’re participating in-person, please be sure to have a laptop or another connected device to use throughout the meeting – you’ll need to be logged in to Lumi to vote or to request to speak.

Each day, please join the meeting 15 minutes before the announced start time as follows:

**Step 1:** Access the Lumi platform on your web browser: [https://web.lumimeet.com/#/m/273490585](https://web.lumimeet.com/#/m/273490585).

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.

**Step 2:** Select “I am a voting delegate” or “I am a guest” and follow the prompts.
- Credentialed delegates should enter the six-digit delegate code provided via email on or about June 6 (from AMASEctions@ama-assn.org).
- Alternate delegates and others should log in as guests.
- The password for both delegates and guests is ama (lowercase).

**Switching from alternate to delegate:** If you’re an alternate delegate (and therefore logged in to Lumi as a guest), and you wish to step in as the delegate, you must exit the Lumi platform and log in as the delegate using the instructions in Step 2 above.

Only credentialed delegates have received codes, and they’re responsible for sharing and coordinating the use of their codes with their alternate delegates. This code can be used by only one person at any time—if you’re logged in using the code, and your alternate delegate logs in after you using the same code, you’ll be removed automatically from the Lumi platform as the alternate takes your place. Delegates and their alternates should carefully coordinate all voting handoffs!

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Speaking during the Meeting

To maintain order, we will use a speaker queue that combines requests to speak from in-person and virtual participants. To speak, follow these steps in the Lumi platform:

**Step 1:** Join the speaker queue by clicking the messaging icon in the upper menu bar and following the subsequent prompts to indicate what you wish to speak about (e.g., pro, con, point, refer, etc.). Using these action terms will help your Speakers as they sort through the requests to speak.

Don’t forget to hit the “send” arrow icon to finalize your request and add it to the queue.

**Step 2:** Prepare to speak.

The speaker queue will be displayed for all to see.
- If you’re participating in-person, migrate to the microphone when you’re the third person in line.
- If you’re participating virtually, raise your hand in the embedded Zoom window (where you’re viewing the proceedings) when you’re the third person in line. Raising your hand will allow the production team to quickly identify you when it’s your turn to speak.

**Step 3:** Speak.

- If you’re participating in-person, simply step up to the microphone and speak when called on by the Speakers. Please be sure to speak directly into the microphone so that everyone (in-person and especially virtual) can hear you.
- If you’re participating virtually, the production team will enable you to unmute your mic and turn on your camera in the embedded Zoom window when it’s your turn to speak. When prompted to do so by the Speakers, unmute your mic/enable your camera and speak. Once your turn to speak is over, the production team will mute your microphone and disable your camera.

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Voting during the Meeting

All voting will be accomplished via the Lumi platform for both in-person and virtual participants.

If you’re logged in to the Lumi platform as a delegate, voting items will appear automatically in the Lumi platform. If you’re logged in as a guest, you will not see the items for voting.

When the question 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—only your last selection will be counted.

Delegates are responsible for sharing and coordinating the use of their codes with their alternate delegates. This code can be used by only one person at any time—if you’re logged in using the code, and your alternate delegate logs in after you using the same code, you’ll be removed automatically from the Lumi platform as the alternate takes your place. Delegates and their alternates should carefully coordinate all voting handoffs!

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