

Instruction Sheet

For the Virtual House of Delegates and Reference Committee Hearings

This instruction sheet is provided to assist participants with navigating the virtual House of Delegates and Reference Committee Hearings. Information such as understanding how to use and log into platforms, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this prior to attendance at the House of Delegates and Reference Committee Hearings. Keep it available during the virtual meeting for reference as well.

Your Two Platforms

You will use two platforms to participate in the House of Delegates and Reference Committees:

| 1. Lumi Platform | 2. Zoom Webinar |
|---|---|
| <p>Use for:</p> <ul style="list-style-type: none"> • Entering the speaking queue. (A key to the speaking Action Terms you must use will be found in the Lumi platform). • Voting on elections and motions. • Viewing documents. | <p>Use for:</p> <ul style="list-style-type: none"> • Viewing meeting proceedings. • Raising your hand to speak when asked to do so by the presiding officer. • Enabling your camera • Enabling your microphone, after being called on by the presiding officer. |

You will have **both** the Lumi Platform and Zoom Webinar open on your computer 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.

Your Login Instructions

- For the **LUMI** Platform: click on the provided Lumi link (page 2) for the respective session.
 - **Delegate** Credential = 9-character alphanumeric codes mailed and emailed to you.
 - Business Credential: Letter B followed by 8 digits, e.g. B12345678, with password **2021special** (lowercase). This should be used for all hearings and sessions.
 - **Alternates** and members wishing to join the speaking queue during reference committee hearings should login under “Alternate/Guest”
- For **ZOOM**: click on the provided Zoom Webinar link (page 2) for the respective session and **use your first and last name at login**. *If you have previously signed into ZOOM with your account, please double check your login or **display name**. Please ensure you have entered the same first and last name as in LUMI.*
- Reminder to **Alternate Delegates** (only when “seated” in the HOD) you will use your delegate’s Business Credential but must still enter your first and last name in ZOOM.

Your Links

LUMI Links

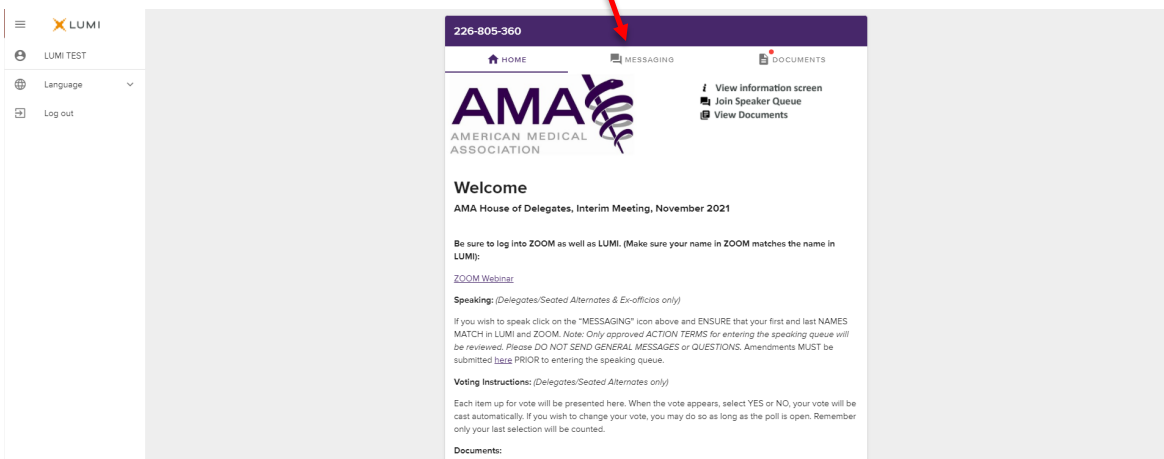
| | Lumi Link |
|--|---|
| HOUSE OF DELEGATES: | https://web.lumiagm.com/226-805-360 |
| Reference Committees: | |
| Reference Committee on Amends to Constitution & Bylaws | https://web.lumiagm.com/234-902-180 |
| Ref. Comm. A: Medical Service | https://web.lumiagm.com/233-825-983 |
| Ref. Comm. B: Legislation | https://web.lumiagm.com/221-235-355 |
| Ref. Comm. C: Medical Education | https://web.lumiagm.com/269-525-585 |
| Ref. Comm. D: Public Health | https://web.lumiagm.com/230-431-194 |
| Ref. Comm. E: Science and Technology | https://web.lumiagm.com/270-283-390 |
| Ref. Comm. F: Finance | https://web.lumiagm.com/230-465-128 |
| Ref. Comm. G: Medical Practice | https://web.lumiagm.com/237-940-517 |

ZOOM Links

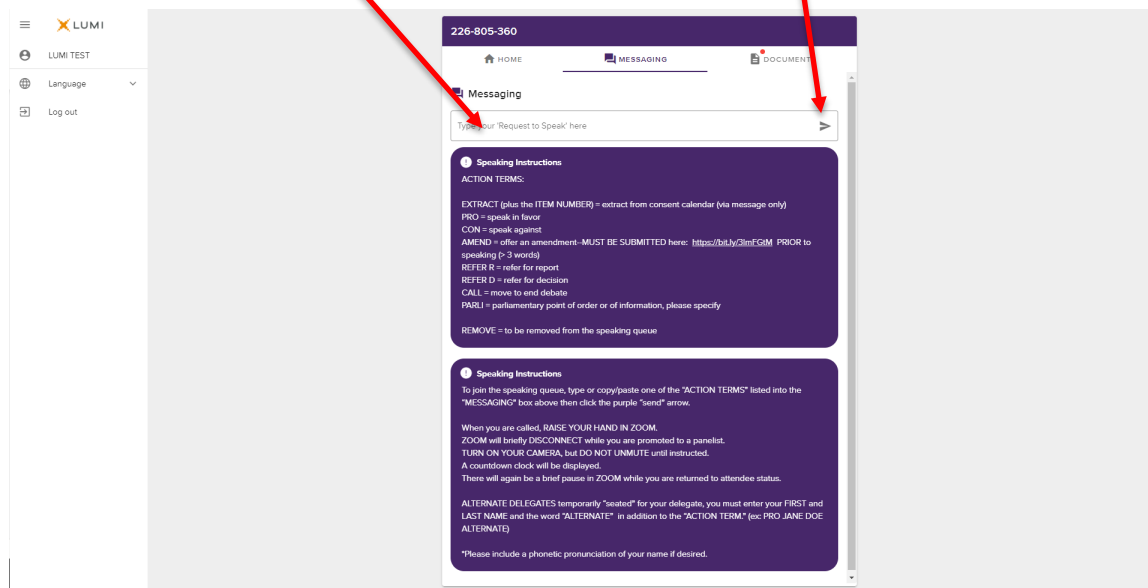
| | ZOOM Link |
|--|---|
| House of Delegates: | https://lumiglobal.zoom.us/j/95914188733?pwd=RnJrWk5CWG5Wb2dDEpHRmprL2plUT09 |
| Reference Committees: | |
| Reference Committee on Amends to Constitution & Bylaws | https://lumiglobal.zoom.us/j/92680050028?pwd=RGdJNE92dmdISUJKK3dDMkpkcE80Zz09 |
| Ref. Comm. A: Medical Service | https://lumiglobal.zoom.us/j/92680660416?pwd=UnhBazAzZlJ0MlhpM0hSTXlCQTYrdz09 |
| Ref. Comm. B: Legislation | https://lumiglobal.zoom.us/j/95754532235?pwd=bEJ2QzIFR05pTmVHUST0VzBudGZ4UT09 |
| Ref. Comm. C: Medical Education | https://lumiglobal.zoom.us/j/99084129881?pwd=Q0ZHWDFwME9iVHN2VSttZExlVjI6QT09 |
| Ref. Comm. D: Public Health | https://lumiglobal.zoom.us/j/95613263189?pwd=OGE3MWtEV2hmR0FVb3lOS2pEN0ZlZz09 |
| Ref. Comm. E: Science and Technology | https://lumiglobal.zoom.us/j/92884665016?pwd=STNkUWRIMkx5TnBzSHRrTThENVBkUT09 |
| Ref. Comm. F: Finance | https://lumiglobal.zoom.us/j/94151089177?pwd=cjkzdTFxdUdRYjFPbWhCT2RocFZLUT09 |
| Ref. Comm. G: Medical Practice | https://lumiglobal.zoom.us/j/94257023403?pwd=Sy92Y3phL2d4L0NOeHV2a2NjZHErdz09 |

Speaking during the virtual meeting

- When you log into the LUMI Platform, you will see the HOME Screen.
- To join the Speaking Queue, click the MESSAGING icon in the menu bar.

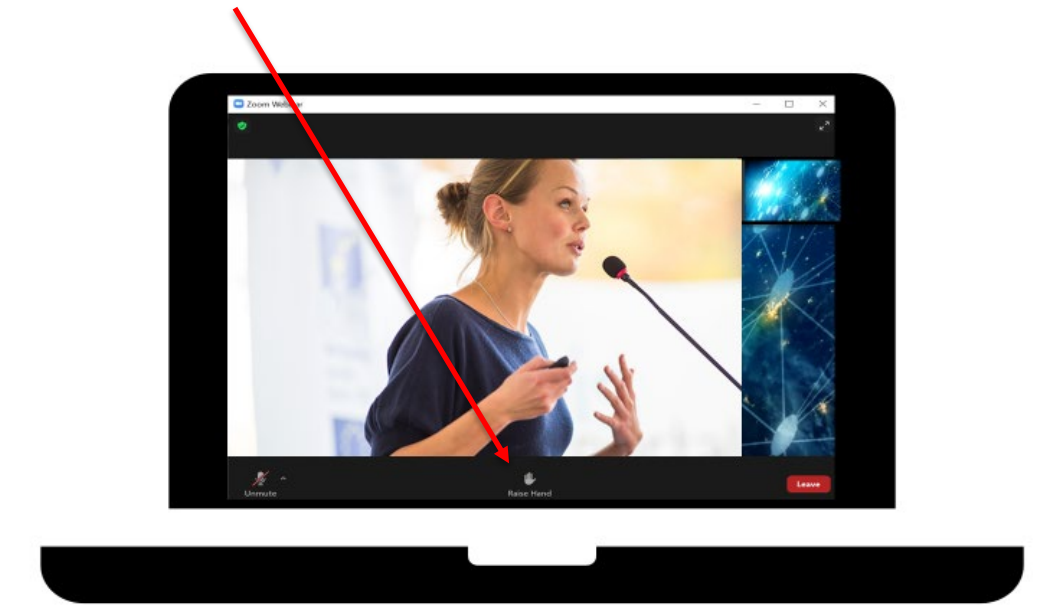


- To join the speaking queue, you MUST enter (copy/paste or type) one of the listed **Action Terms** in the Messaging box at the top and hit the purple arrow icon.

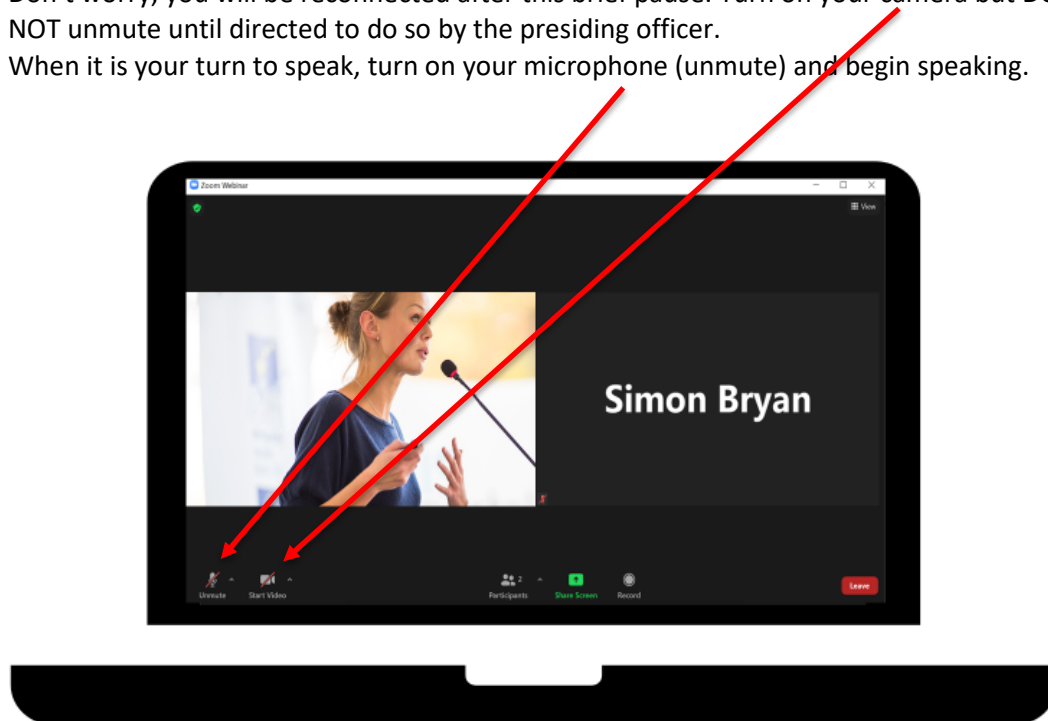


- **ALTERNATE DELGATES FOR THE HOD ONLY**-After your Action Term add your FIRST and LAST NAME and ALTERNATE (ex PRO JANE DOE ALTERNATE)
- If using the Action Term **PARLI**, please also enter your parliamentary inquiry
- **REMINDER:** Use only the appropriate ACTION TERMS as instructed and DO NOT SEND OTHER COMMENTS OR QUESTIONS

- The presiding officer will announce the order of speakers. When your name is announced, **RAISE YOUR HAND IN THE ZOOM PLATFORM.**



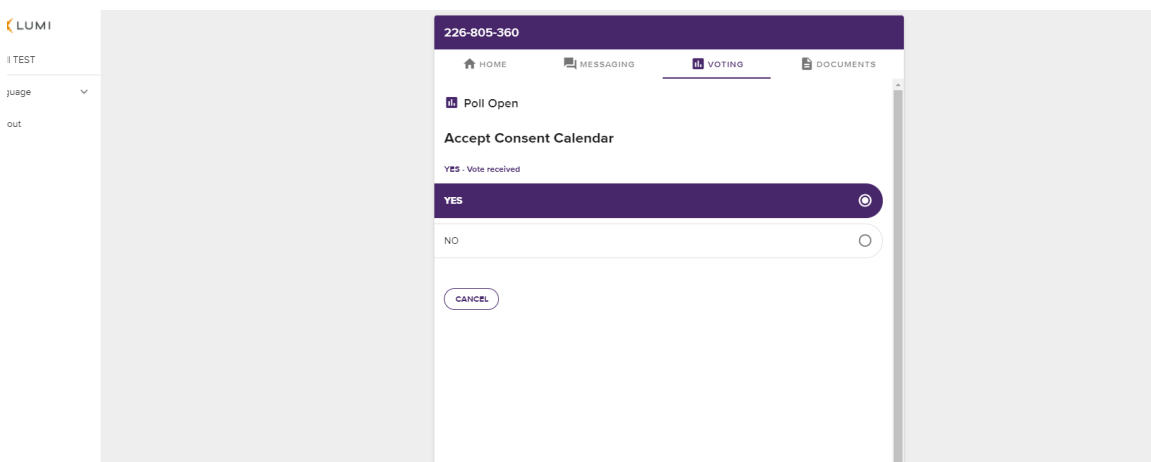
- There will be a brief disconnection from ZOOM as you are promoted to the speaking queue. Don't worry, you will be reconnected after this brief pause. Turn on your camera but DO NOT unmute until directed to do so by the presiding officer.
- When it is your turn to speak, turn on your microphone (unmute) and begin speaking.



- You will see a countdown timer in one of the windows showing your allotted time (90 seconds-unless changed by the presiding officer).
- Once your turn to speak is over, the production team will mute your microphone and disable your camera. There will again be a brief disconnection from ZOOM. Don't panic! You will automatically be reconnected.

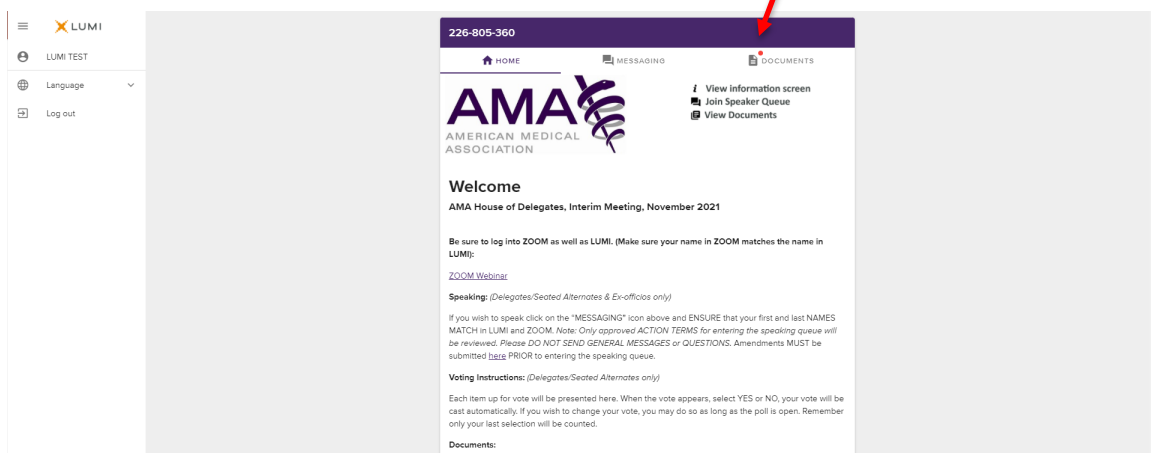
Voting

- Voting items will appear automatically in the Lumi platform.
- When the vote appears, select YES or NO, 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.



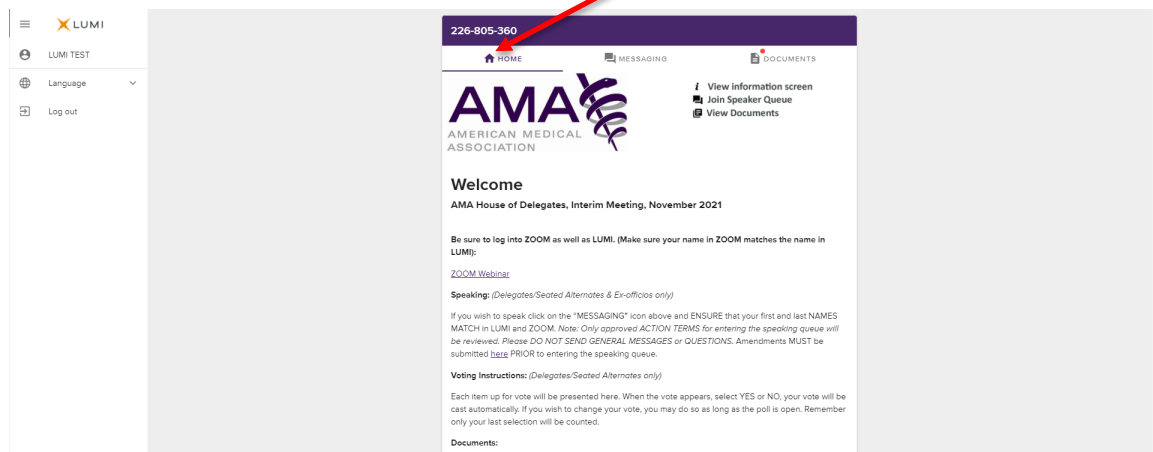
Viewing Documents

- You can view meeting documents by clicking on the DOCUMENTS icon in the menu bar in the Lumi platform. This icon will only be present when there are documents to be viewed.



Home Screen

- You may return to the Home Screen by clicking on the HOME icon on the menu bar in the Lumi platform.



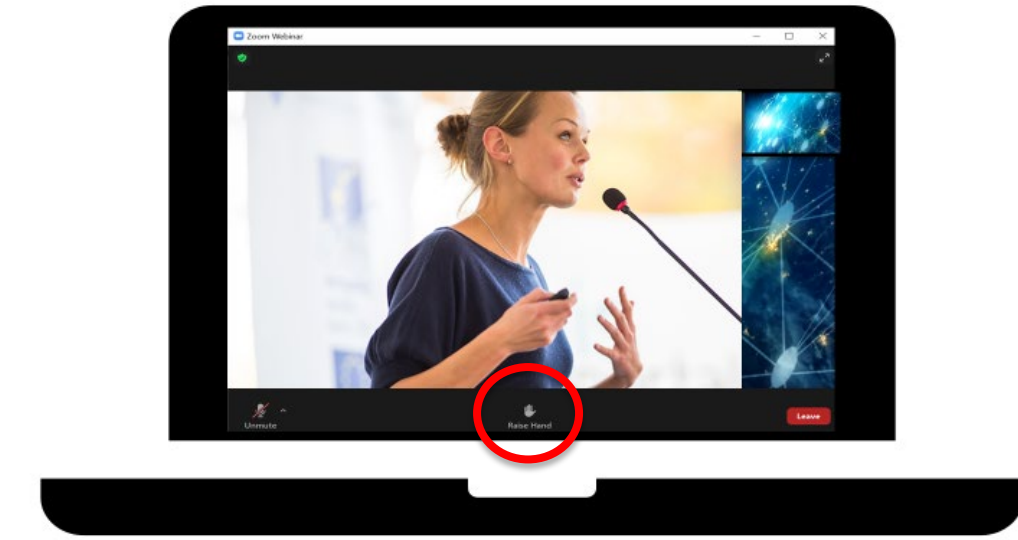
Best Practice Tips

The following are tips to prepare for the best virtual meeting experience:

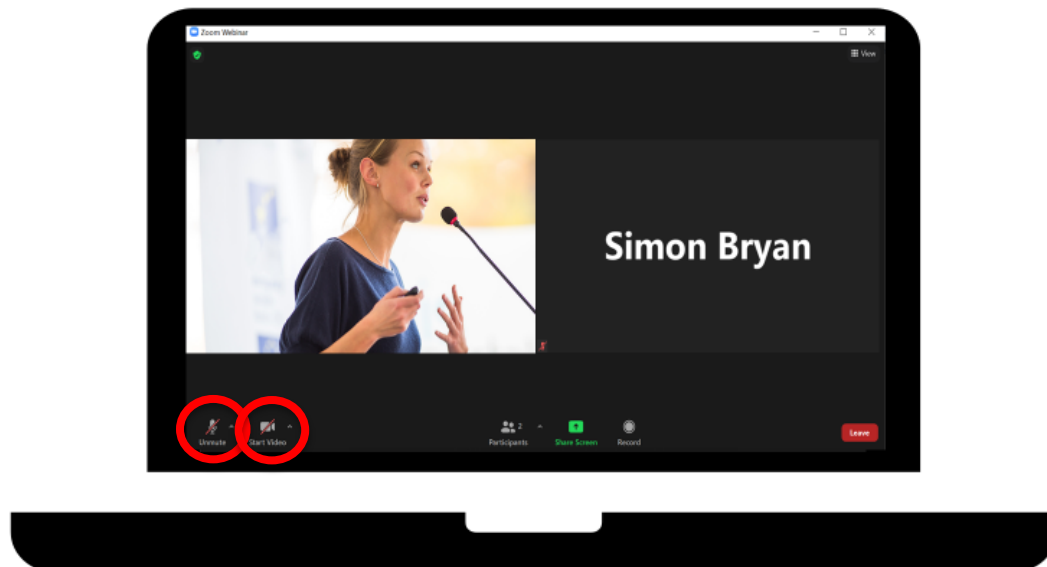
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio and speaking more clearly.
- Speakers from the floor will be seen on webcam while speaking. Ensure you have a webcam built into your computer or connect a free-standing one.
- We recommend using Zoom on a computer rather than a mobile device.
 - Please keep your microphone muted in Zoom until prompted.
- You can log into both Zoom Webinar and Lumi **up to 30 minutes** before, and ideally **at least 15 minutes before** each session.

- **Familiarize yourself with Zoom:**

- Make sure you **log into Zoom with your first and last name** so production staff can easily find you in the list.
- Raise your hand icon – use **ONLY** when prompted.



- Turn on your camera in the bottom left corner after the brief pause in Zoom.
- Unmute **ONLY** when called upon to speak using the icon in the bottom left corner.



Practice Session Recording

- The recording of the practice session from the J21 Special Meeting is posted on our website and can be found at <https://youtu.be/V8xU95OI85o>. We will not be having a live practice session for this meeting.

Troubleshooting

- Participants with technical issues should email HODMeetingSupport@ama-assn.org (please include a phone number); we will contact you back as soon as possible to assist. For urgent issues during the meeting, the HOD Hotline: 800-337-1599, will be available for assistance. Please note that unless there is a widespread technical difficulty, proceedings will continue.

FAQs

- **What is my username to log into the Lumi platform?**
Delegates and current and past officers should have an alphanumeric code: a Business Credential beginning with the letter “B” to be used for the reference committees and business sessions. These will be sent by US mail and will be emailed to you as well. Delegates may share their Business Credential with their alternate delegate, but only one person can be logged in with the credential at a time. The password for business sessions and reference committees is **2021special** (lower case). Alternates and others may log into the Lumi platform as “guests” and simply input your first and last name.
- **Does the platform allow for participants to group chat with each other and other voting members during the virtual meeting?**
No, the chat and message functions are not enabled to allow participants to communicate with one another. Participants are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.
- **How do I vote?**
When a motion / resolution is put before the meeting, the voting will automatically pop up within your Lumi platform. Simply click on your selection to cast your vote.
- **Which browsers are supported?**
It is recommended to use the latest versions of Chrome, Firefox, Edge or Safari. Do not use Internet Explorer.