

## 2020 VIRTUAL COUNCIL MEETING

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### Attending 2020 Virtual Council Meeting October 24 - 25, 2020

You will be able to view a live stream of the meeting, ask questions, and submit your votes in real time.

Go to <https://web.lumiagm.com/255598814> in your web browser (not a Google search). You will need the latest versions of Chrome or Edge. **DO NOT USE INTERNET EXPLORER OR SAFARI. You must use a desktop or laptop to attend the meeting. (Mobile devices, including iPhones, iPads or other tablets, and Androids are not supported.)**

Councillors with voting rights, past presidents, past speakers, past chairs of the Board, and current members of the Board of Directors (who have speaking rights) will receive a log in credential to log into the meeting. Select the “I have a Member ID” button and enter your Member ID and the password: acep2020 (lower case). Everyone else will join the meeting as an observer. All participants have the right to speak during the Reference Committee hearings on the first day of the Council meeting. Only councillors, past presidents, past speakers, past chairs of the Board, and current members of the Board of Directors have the right to speak on the second day of the Council meeting during discussion of the Reference Committee reports.

The virtual site will be open October 19 – 23, 9:00 am – 5:00 pm Central time, to test your log in. Please visit the above meeting URL to make sure you can log in to the virtual platform prior to the meeting start on October 24. Please contact [councilmeeting@acep.org](mailto:councilmeeting@acep.org) if you experience any issues.

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## NAVIGATION

When successfully authenticated, the info screen  will be displayed on the left.

You can join the speaking queue by clicking on the double chat bubble icon in the center.



You can view documents by clicking on the documents icon on the right.

The Zoom panel will be on the left side of the screen to view and hear the meeting proceedings. After logging in, you will need to click “**Join Computer Audio**” to hear the meeting.

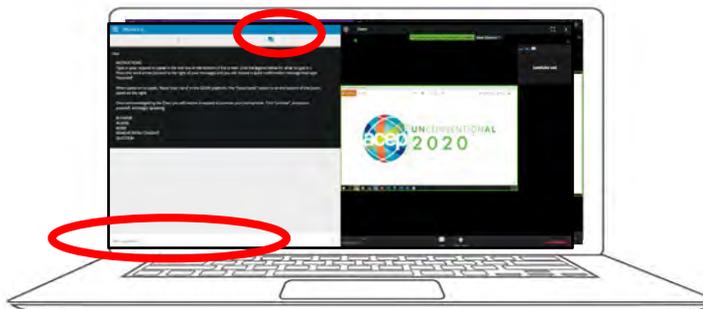


## QUESTIONS

Any councillor or others with speaking rights who have logged in to the meeting is eligible to ask questions. 

If you would like to ask a question, select the double chat bubble icon from the top.

Questions can be submitted at any time during the Q&A session up until the Speaker closes the session.



## VOTING

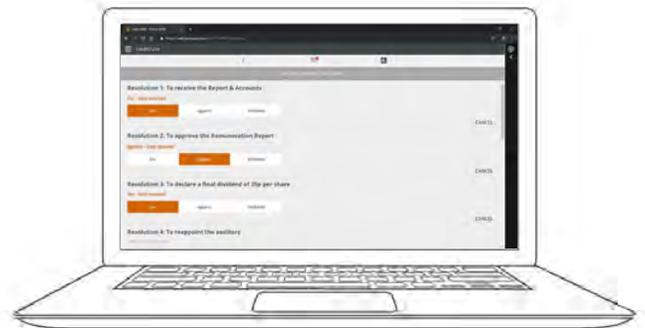
Once the voting has opened, the item you are voting on will be automatically displayed. Only credentialed councillors will be allowed to vote.

To vote, simply select your response from the options shown on screen. A confirmation message will appear to show your vote has been received.

*Yay - Vote received*

To change your vote, simply select another choice while the vote is open. If you wish to cancel your vote, press Cancel.

If selecting more than one choice, you will be required to press the **SEND** button.



Type your message within the chat box at the bottom of the messaging screen.

Once you are happy with your message click the arrow button to submit.

Questions sent via the online platform will be moderated before being sent to the Speaker.

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## REQUEST TO SPEAK

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Everyone who has logged in to the meeting is eligible to speak during the Reference Committee Hearings on October 24. During discussion of the Reference Committee reports on October 25, only councillors, past presidents, past speaker, past chairs of the Board, and current members of the Board of Directors may speak In Favor or Opposed to motions. Only credentialed councillors may request to remove an item from the Consent Agenda.

If you would like to speak, select the chat bubble icon.  To be added to the speaker queue, you must type in what you would like to speak about.

You may only request to speak at times during the meeting when the Speaker requests that individuals to submit a request to “speak from the floor”.

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Type your request within the text box at the bottom of the messaging screen. Your message must be formatted in this manner:

IN FAVOR  
OPPOSED  
REFER  
REMOVE FROM CONSENT  
I HAVE A QUESTION

Requests sent via the online platform will be moderated before being sent to the Speaker.



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## SPEAKER QUEUE

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If you are selected to speak, at the appropriate time you will be called upon by the Speaker.

You will then need to go to the Zoom panel on the right and Raise Your Hand. Click on the “Raise Hand” button from the bottom menu.

Once you raise your hand, the production staff can then more easily find you. They will prompt you to unmute your microphone.

First, allow your web browser permission to access your microphone by clicking “Allow” from the pop up window you receive.

Then, click the blue “Unmute myself” button from the right Zoom panel and begin speaking.

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## RETURN TO MEETING

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After you speak, the production team will mute your microphone in the Zoom panel and you may continue to listen to the proceedings.

## LUMI Technology Cheat Sheet

This cheat sheet is provided to assist with navigating the Virtual 2020 Council Meeting. Information such as understanding how to use and log into the LUMI platform, how to join the speaking queue, and what to do if you are having technical problems are included. We advise reading this cheat sheet prior to attendance at the Virtual Council Meeting and prior to the orientation session. Keep it available during the Council Meeting for easy reference.

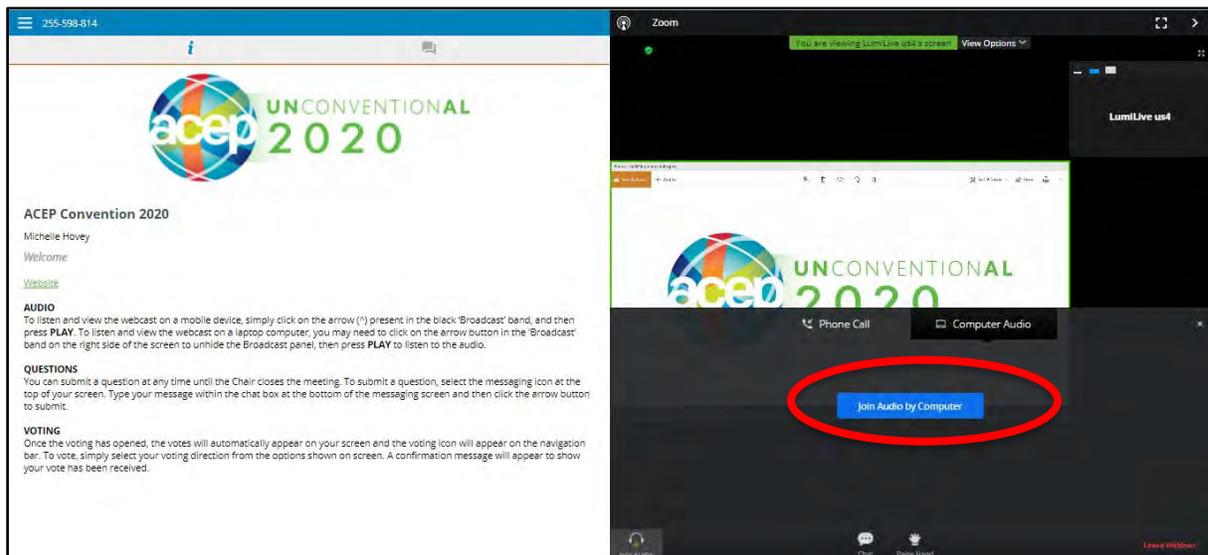
### How to Log In to the Virtual Meeting Platform

1. Go to: <https://web.lumiagm.com/255598814>
2. Each councillor, past president, past speaker, past chair of the Board, and current Board members will receive an email on October 19 with the following log in information:
  - a. Username = ACEP Member ID
  - b. Password = acep2020 (all lower case)

**Note: all others participating in the meeting will log in as observers.**

### After Logging In

- After logging into the virtual platform, you must connect your Computer Audio to the Zoom Webinar that is inside the Lumi Platform. To do this:
  - Click on the blue “Join Audio by Computer” button that pops up on the right Zoom panel of the virtual platform



## Navigating the Virtual Meeting Platform

You will use the LUMI platform to attend the virtual meeting. The LUMI platform has two panels to participate in the meeting.

Lumi Panel (Left)	Zoom Panel (Right)
Use for: <ul style="list-style-type: none"><li>• Voting on elections and motions</li><li>• Entering the speaking queue. (A key to the speaking queue terms you must use will be found on the information page of the LUMI platform.)</li></ul>	Use for: <ul style="list-style-type: none"><li>• Viewing meeting proceedings</li><li>• Raising your hand to speak <b>after being called on by the Council Speaker</b></li><li>• Enabling audio and video to participate in the discussion, <b>after being called on by the Council Speaker</b></li></ul>

### If you are attending the virtual meeting by yourself from home:

You will log into the LUMI platform from your laptop or desktop computer. (Mobile devices, including iPhones, iPads, and Android phones, are not supported.)

When connecting to Zoom:

- All microphones will be muted. You will only be able to unmute if asked to do so.
- **DO NOT** turn on your video (webcam) unless asked to do so. This can be very distracting to other delegates.

### If you are attending the virtual meeting with others in a viewing party:

Each individual person will log into the LUMI platform on their own computer and only one person will use their computer speakers for the rest of the group. Everyone else should mute their computer. If a person in the group is called on to speak, the computer speakers of the group should be muted and the person called upon should unmute their computer speakers.

### Speaking during the virtual meeting

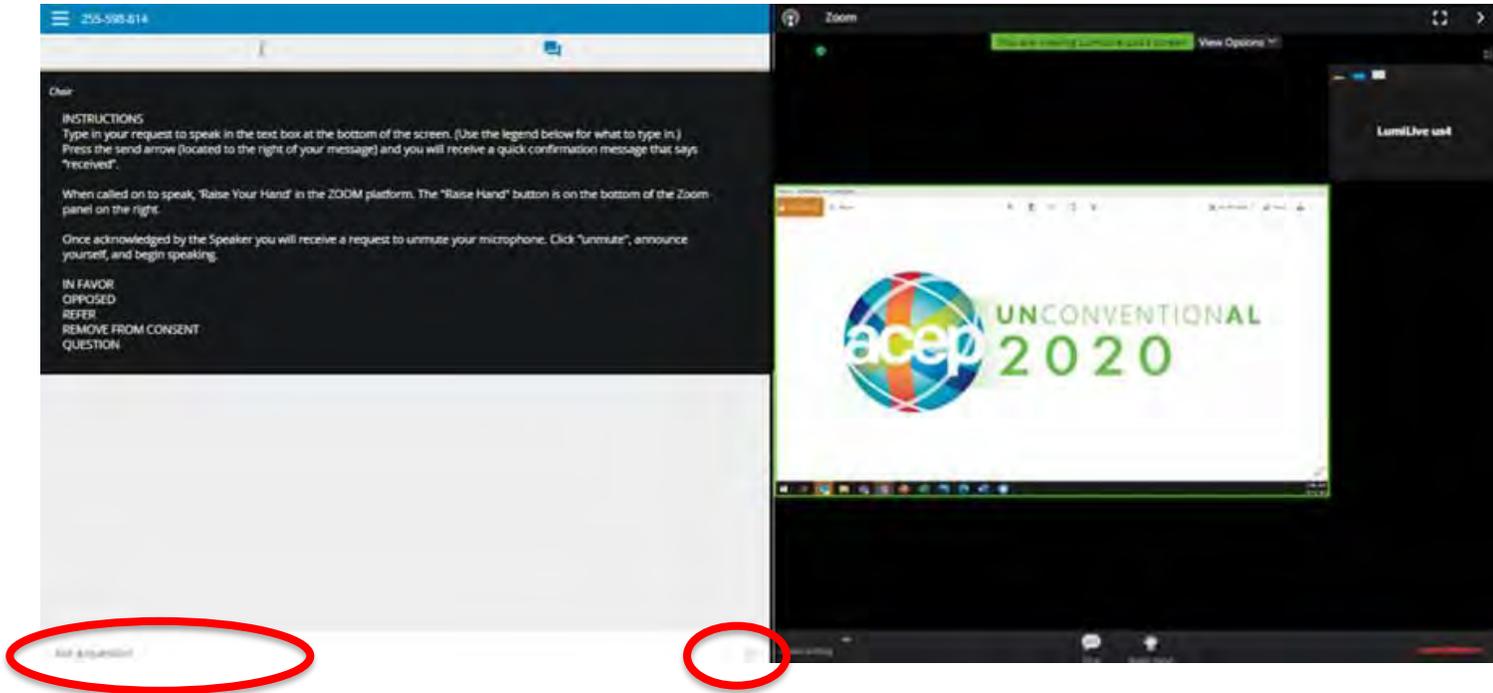
Once the Speaker opens the Speaking Queue, you may submit your request to speak. All participants have the right to speak during the Reference Committee hearings on the first day of the Council meeting. Only councillors, past presidents, past speakers, past chairs of the Board, and current members of the Board of Directors have the right to speak on the second day of the Council meeting during discussion of the Reference Committee reports.

### Step 1: Click the messaging icon in the top blue menu bar.

The image consists of two side-by-side screenshots. The left screenshot shows the LUMI web interface for the ACEP Convention 2020. At the top, there is a blue menu bar with a messaging icon circled in red. Below the menu bar, the page displays the ACEP logo and the text 'UNCONVENTIONAL ACEP 2020'. The main content area includes a welcome message from Michelle Hovey and sections for AUDIO, QUESTIONS, and VOTING. The right screenshot shows the Zoom meeting interface. A 'Unmute' dialog box is overlaid on the screen, with the text 'The host would like you to unmute' and two buttons: 'Unmute myself' and 'Stay muted'.

**Step 2: Type in your request to speak in the text box at the bottom of the screen.**

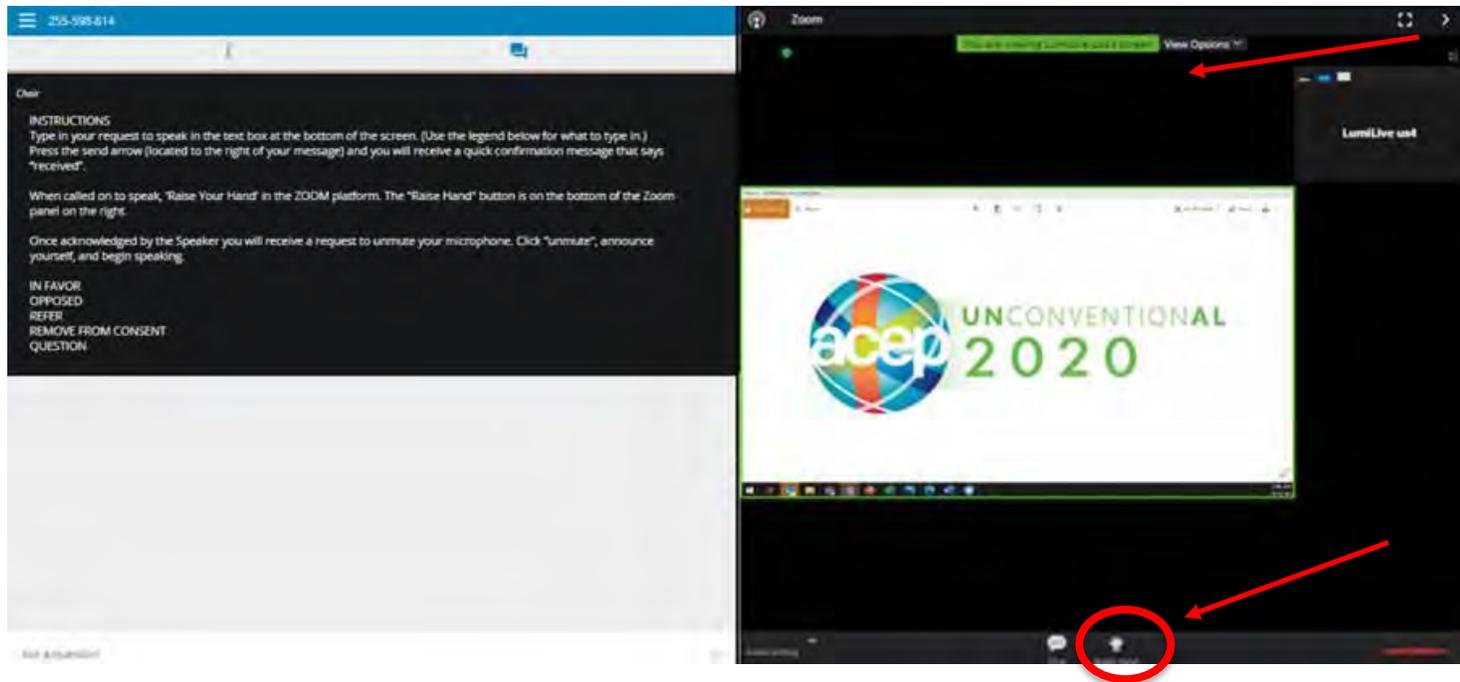
Use the legend on the screen of what items you can type in. Press the arrow button to submit your request. You have now joined the speaking queue.



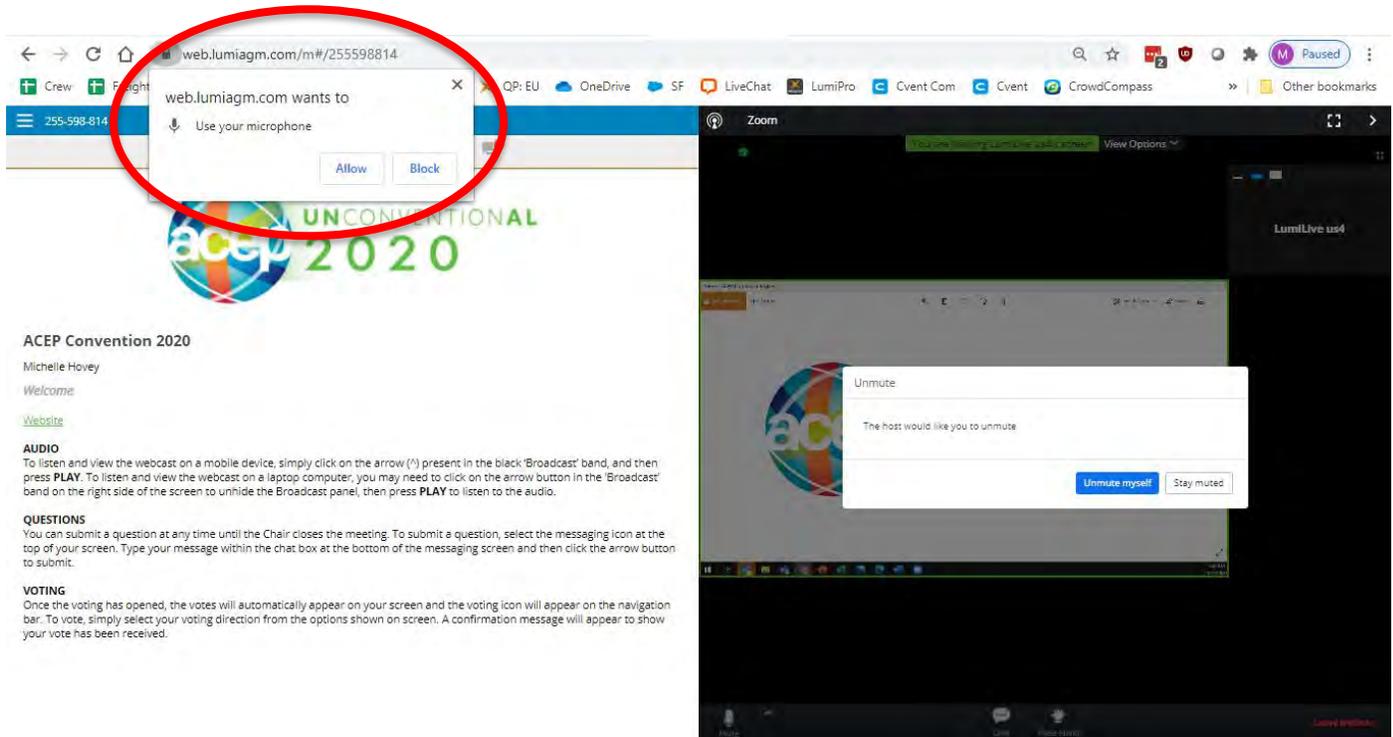
The Speaker will announce the order in which delegates speak. When you are called upon by the Speaker:

**Step 3: Raise your hand in the Zoom Panel.**

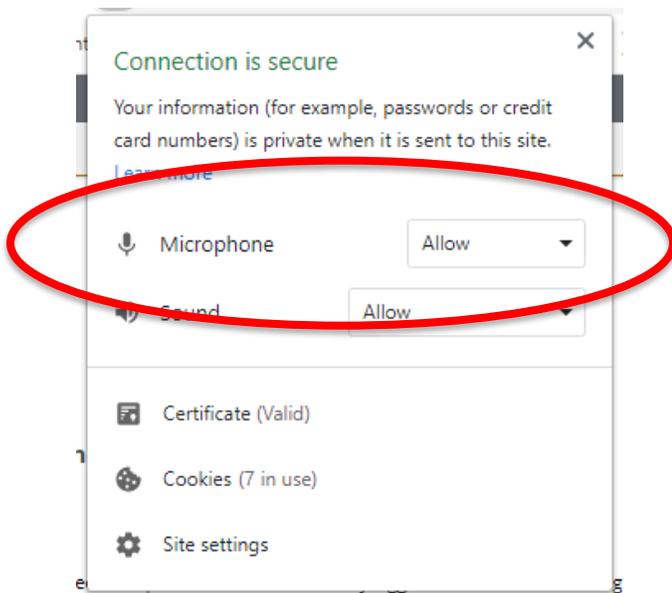
You must raise your hand so production staff can enable your microphone.



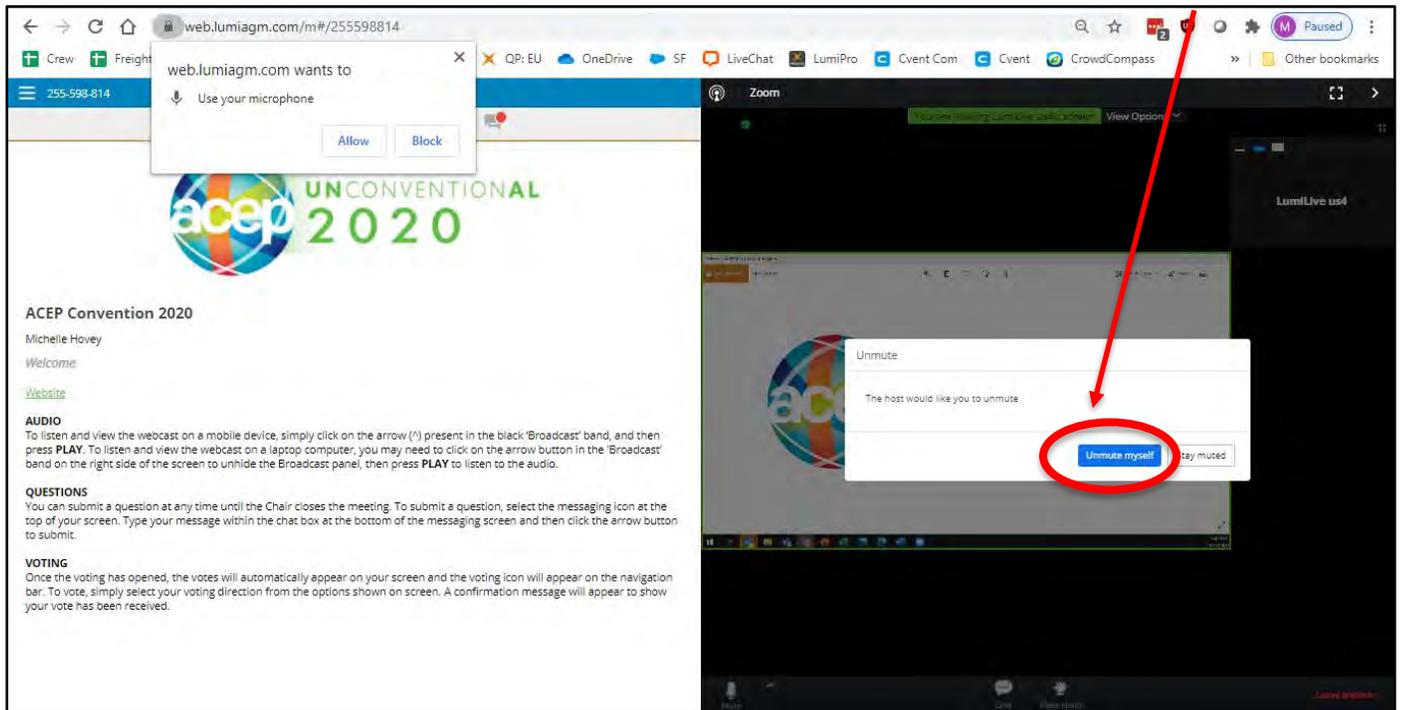
Once the production staff have enabled your microphone, **first** you will be prompted to click “ALLOW” on the pop up from your web browser to give your browser access to your microphone, (you only need to do this the first time you speak).



*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.*



**Next**, you will unmute your microphone in Zoom by clicking the blue “unmute myself” button

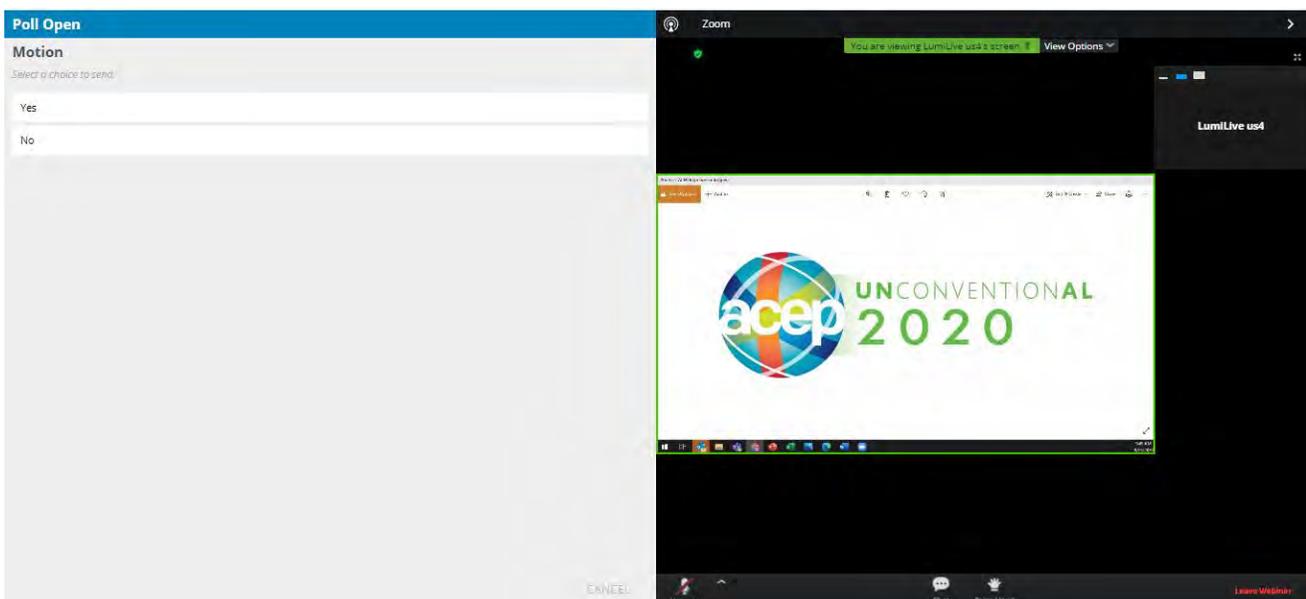


Once your turn to speak is over, the production team will mute your microphone.

### Voting during the virtual meeting

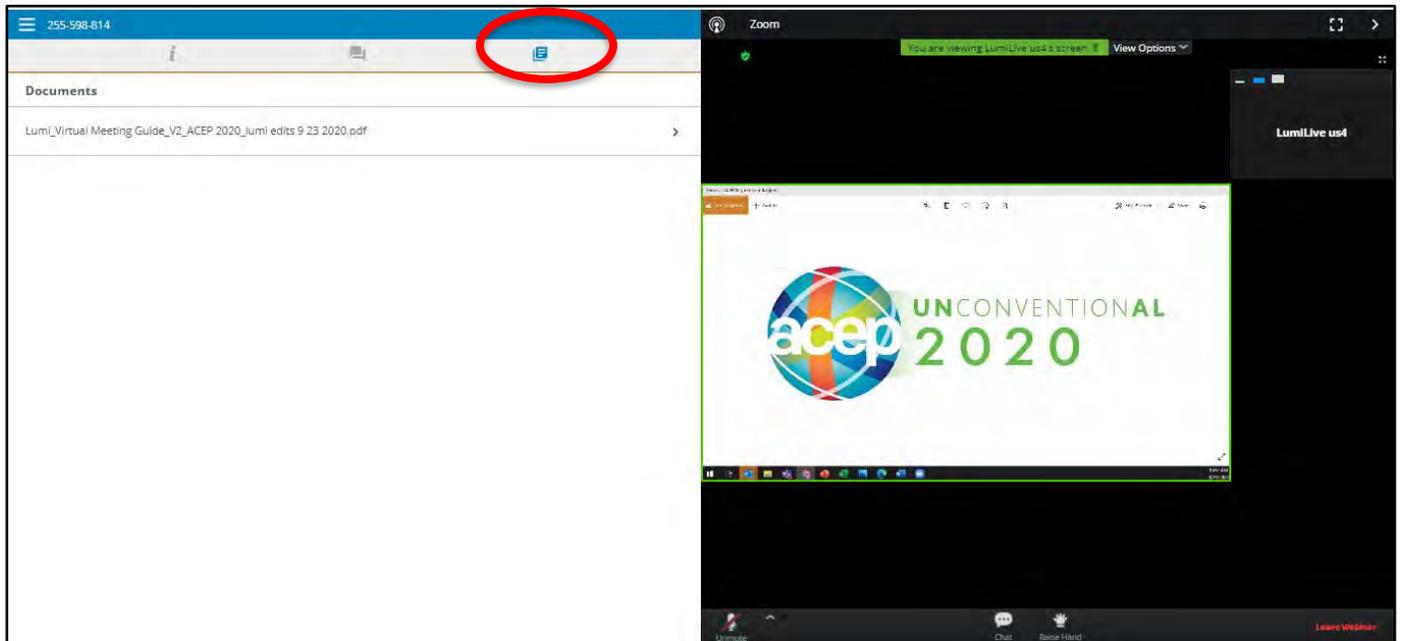
When voting is open, the vote option will appear automatically on the left hand side of the LUMI platform for those eligible voting delegates. To vote, simply click on your selection from the options shown on the screen. A confirmation message will appear to show your vote has been received. To change your vote, simply make another selection while the voting is still open or press the CANCEL button to remove your vote and vote again.

If you must make more than one selection (such as in the Board of Directors election), click on all of your selections, then press the SEND button from the bottom right to send your entire ballot. A confirmation message will appear to show your vote has been received.



## Accessing Documents in the virtual platform

To access documents in the virtual platform, click on the Documents module from the top blue menu bar. It is the far right icon. Then click on the document that you would like to view to open that document.



## Best Practice Tips

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

- 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 more clearly.
- Please keep your audio muted in Zoom until called upon to speak
- Please keep your video turned off in Zoom
- Want a preview? Watch the mini tutorial [2020 Virtual Council Meeting](#).

## Getting Connected

The following are tips for getting connected to the Virtual Council meeting:

- Check your internet connectivity
- Check your laptop or headset for speaker and microphone
- Log into the LUMI platform 15 minutes before each session.
- Familiarize yourself with Zoom:
  - Join Audio: bottom left-hand corner (You must connect your computer audio to hear the meeting proceedings.)
  - Mute Button: bottom left-hand corner
  - Raise your hand button: bottom center of the screen

## Test Your Tech Time

- There will be opportunity before the virtual Council meeting to practice logging into the virtual platform and practice connecting your computer audio so that you will be able to hear the meeting. We encourage all delegates to test their log in once during the practice time.
- Ensure that the computer you use to access the virtual platform during the practice time is the same computer you use to access the Virtual House of Delegates.
  - October 19 – 22: You may log in anytime between 9:00 am – 5:00 pm Central time on any of these days to test your computer. Please follow the on screen prompts to test your audio connection as well.

## FAQs

- **My member number and unique password do not seem to be working to log into the LUMI platform?**  
Be sure you entered your member number and unique password correctly (**the password is case sensitive**)  
  
Anyone with problems logging in may contact [council meeting@acep.org / 214-223-4270](mailto:councilmeeting@acep.org) for assistance with obtaining your username and password.
- **I entered the wrong password 5 times and now I am locked out for 5 minutes. What do I do?**  
Anyone with problems logging in may contact [councilmeeting@acep.org / 214-223-4270](mailto:councilmeeting@acep.org) for assistance with obtaining the correct unique password. You will be required to wait 5 minutes before attempting to login again.
- **Where can I get help if I lose internet connectivity?**  
Anyone with technical issues may contact [councilmeeting@acep.org / 214-223-4270](mailto:councilmeeting@acep.org) for assistance. Please note that unless there is a widespread outage in one area, proceedings will continue.
- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**  
No. The Zoom chat feature will be deactivated. Voting members 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 or is put before the Council, or during the elections, the voting will automatically pop up within your LUMI platform. Simply click on your selection to cast your vote.
- **Which devices and browsers are supported?**  
Only laptop computers or desktop computers running Windows and the latest version of Google Chrome or Microsoft Edge browsers are supported. No mobile devices or tablets are supported.