

Creating vital congregations that make disciples of Jesus Christ, who make disciples equipped and sent to transform lives, communities, and the world.



Instructions for Joining and Participating in the Special Session Annual Conference Webinar

Sunday, October 15, 2023 4:00 - 6:00 pm

Below you will find information you will need to be prepared for and participate in the upcoming Annual Conference webinar. Please read these instructions carefully and call your district superintendent or the conference office if you have any questions.

WHO CAN PARTICIPATE

- Only properly elected voting members will be able to join the October 15, 2023 Annual Conference Webinar. For more information, see the provided session rules.
- Members of the annual conference will need to register for a Zoom Link (see directions below).
- Guests will be able to view the conference live stream via the Conference YouTube channel. At the time of the conference, go to <https://www.youtube.com/arkansasumc> for the YouTube streaming link.
- If a congregation's elected lay member is attending, the alternate will be viewed as a guest. If the elected lay member is unable to attend, the alternate lay member may attend the webinar but must contact their district office first to be properly verified.

ACTIONS TO TAKE PRIOR TO SUNDAY, OCTOBER 15

- Voting members of the annual conference must first register at https://arumc.zoom.us/webinar/register/WN_IneFjMZGSc23IGiu8E45Zw. **Registration is now open, and you are encouraged to do this as soon as possible. Those who wait until the day of the webinar to register may be delayed in entering the meeting.**
- Once registered, attendees must be "approved" as a participant. You will receive an email confirming that you are eligible to participate and giving you the information needed to join the webinar on Sunday, October 15.
- **Be sure to keep track of the email you recorded in registration, as this will be the email you will use to log on to the webinar on October 15.**

ACTIONS TO TAKE ON SUNDAY, OCTOBER 15

- The special session will begin on Sunday, October 15, at 4:00 pm. Attendees will be able to log on to the webinar beginning at 3:15 pm, and are encouraged to begin logging by 3:30 pm at the latest. (Note: Since this is a webinar and not a ZOOM meeting, you will not see yourself on the screen when you log in.)
- In order to vote you must be logged in to Zoom via a computer or on the Zoom app on a smartphone.
- Clergy couples will need to log on separately on separate devices so that they each may vote.

DURING THE ANNUAL CONFERENCE

- Because this Special Session Zoom is a Webinar format, once the session begins properly logged on conference members should be able to see and hear everything that is happening, but others will not be able to see or hear you unless you have asked to be recognized by the bishop.
- At the bottom of the Zoom screen, there will be two icons: *Q&A* and *poll*. For this webinar the **Q&A** feature will be available for those who have procedural questions (not statements!) or who want to offer motions or amendments. If recognized by the bishop, you will be elevated to a “panelist” level where you will be able to speak, be heard, and be seen by the entire conference body.
- Voting will be done using the **Poll Feature** for all those participating online. Instructions will be given and a practice poll will be taken at the beginning of the session. Please expect a slight delay for results to be announced.

SUPPORTING DOCUMENTS

All Documents needed, along with Disaffiliation Agreements being voted on, will be available online at <https://arumc.org/special-session-october-2023/> and will be in place no later than one week before the special session.

NEVER USED ZOOM?

USING YOUR COMPUTER (WITH A MICROPHONE AND CAMERA, IF POSSIBLE)

Prior to the start time for the meeting, you will need to add the ZOOM app to your computer. You can use this link for Windows users: <https://zoom.us/support/download>. After you download the Zoom app to your device of choice sign up for a free zoom account. The email address used to sign up for the zoom account should be the same email you registered for this webinar.

We suggest you do this as soon as possible if you are unfamiliar with the process of downloading.

NOTE: Unless you ask to speak by using the Q/A feature during the Conference Webinar, you will be logged on as a meeting attendee and no one will be able to see or hear you.

USING YOUR SMARTPHONE OR TABLET DEVICE

Prior to the start time for the meeting, you will need to add the ZOOM app on your phone or iPad. You will find it in the APP Store for iPhones or the PLAY STORE for Androids. If you're unfamiliar with downloading apps, we suggest you do this well before the day of the special session. If you get your email on your phone, all you'll have to do is tap the link to join the meeting. It will open the ZOOM app for you.

Remember, as a member of the annual conference you are responsible for ensuring that all necessary technology on your side of the meeting is in proper working order prior to the meeting.

If you have technical questions related to downloading or using Zoom, please do not hesitate to contact conference staff Palmer Lee at palmer.lee@arumc.org or 501-324-8039. We are here to help you.