

ZOOM USER GUIDE FOR ATTENDEES AT MEETING TO APPROVE NEW DISCIPLINARY SCHEME

Date of meeting: 16th June 2022

This meeting will be run as a live webinar, using Zoom. For the best experience, we ask you to make some preparations by installing the Zoom application on your computer/mobile device. This will give you more functionality and ensure you can participate in the meeting.

Installing Zoom

1. Install the Zoom Application on your laptop or PC by clicking on the webinar invite or by clicking [here](#). See video [here](#) for additional support.
2. Install the Zoom application on your mobile device or tablet. To do this, use the relevant [link for 'Google Play'](#) (Android) or the equivalent for the ['App Store' \(iPhone\)](#) using your mobile device.

If you are unable to download the Zoom application, or have issues, please join by browser. **Chrome** is the best Browser to use for Zoom.

There is also an option to join by phone, by simply dialling a telephone number (and providing the relevant meeting details provided on your registration link). However, please note that if you join the meeting via telephone in this way (rather than through the Zoom app, if using a mobile phone), you may not be able to participate in voting. You will also be asked to identify yourself for security reasons if you cannot be identified by your phone number.

In advance of the meeting

1. To attend the meeting, you must make a reservation on the SAI website (- however, if you make a reservation ([here](#)) to attend the Annual General Meeting to be held on the same date, it will not be necessary to make a separate reservation for the meeting on the Disciplinary Scheme). This will allow us to set up the meeting in a secure way, with appropriate controls on access.
2. You will receive a Zoom link in advance of the meeting. Please note, you will need to register your attendance via this link before you receive the meeting joining instructions. This extra registration step will only take a minute but we require this as a security measure to ensure that only authorised members have access to the meeting. This registration link will be sent to you at least two days in advance of the meeting (or as soon as practicable, for later reservations).

Joining the meeting

To join the meeting, follow the joining instructions within the email you received after registering on Zoom (step two above). These instructions will include a link to the meeting – do not share this link with anyone else as it is unique to you.

Alternatively, if you have the Zoom application on your phone / PC, you can join the meeting manually without having to follow a link:

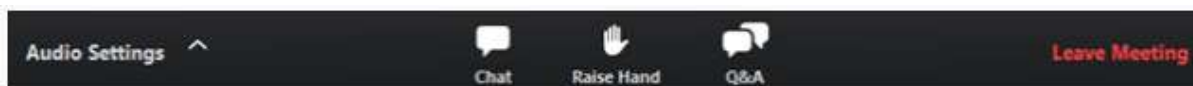
- Sign in to the Zoom Desktop Client or Mobile App and Click or tap 'Join a Meeting'.
- Enter the 9-digit webinar ID found in your joining instructions, and click 'Join' or tap 'Join Meeting'.
- If prompted, enter your name and email address, then click 'Join Webinar' or tap 'Join'.

There should be an option for you to test the audio to ensure you can hear noise coming from your device.

As an attendee, you can mute/unmute your audio (if the host has given you permission to do so), virtually raise your hand, ask a question through the portal and send messages to others.

If you join the webinar by phone, you can dial *9 to raise your hand. This will allow you to ask a question, too.

You can also leave the meeting at any time.



The Chair may invite questions during the meeting.

Participating in the meeting

Speaking

When you first join the meeting, you will be muted and will not have the option to unmute yourself until permission is granted by the Society team. If you wish to contribute to the discussion or speak, please use the 'Raise Hand' function and a member of the team will unmute you. You can then speak when prompted. If you join the webinar by phone, you can dial *9 to raise your hand. This will allow you to ask a question, too.

Submitting questions

If you would prefer not to speak, you can submit a question through the Q&A portal which will be answered by or on behalf of the Chair at the relevant time.

Voting

The Chair will invite attendees to vote on the adoption of a new Disciplinary Scheme.

Voting may be done using the 'Raise Hands' function on Zoom. When prompted, please raise your hand for Yes, No or Abstain. If you join the meeting by phone, you can dial *9 to raise your hand; you will be required to verify yourself by saying your name aloud when a member of the Society team unmutes you.

Alternatively, if the Chair so decides, voting may be done by means of an online poll on Zoom, in which case instructions on how to vote will be provided at the time.

Recording

Please note that the meeting will be recorded.

For more information on how to use Zoom as an attendee at a Webinar, click here:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->