

Downing College Alumni Association Virtual AGM 2020

Top Tips for participants

This year sees the Downing College Alumni Association's first online AGM and we will be holding it on the Zoom conferencing platform. Nothing can match meeting person-to-person in one place, but there are some things we can do to make the experience closer to our usual AGM and to have an effective and efficient meeting. On the positive side, members who could not normally make it to Cambridge, for example our large contingent of overseas alumni, may find it easier to attend.

Many of you will have become familiar with various online platforms for meetings and seminars (webinars) over the last few months, but you may not be so familiar with using Zoom so we have prepared some tips on how to use its important features. We recommend you use a PC, if available, though you can join with a tablet, a smartphone or by voice only. If you have a headset, that will improve our ability to hear you and help to reduce extraneous noise such as TV or radio, building works outside and even children or grandchildren playing in the next room. We will also ask everyone to mute their microphone and the chair will remind you to unmute if you are called on to speak (please mute again when you have finished talking).

As it is a meeting, rather than a webinar, we would like to be able to engage with all attendees. To ensure you can be seen clearly, please choose a position where the camera can be stable and is angled so that your head is in the centre of the picture. You should be in good light, but do not have a window or bright light behind you, as it may bleach you out of the image. Remember to check how you look and to be aware of what is in the background of your shot. Please set your screen ID in Zoom to be your name and matriculation year. We recommend you use Gallery view, which will allow you to see up to 49 attendees at a time, and to scroll through other screens, if there are more. If you prefer, you can choose Speaker view and you will only see the current speaker on your screen.

We want you to have the best experience possible, so if you have a poor internet connection you can use your PC for video, turn off the audio and listen/speak by separate dial up connection on the phone. If it is a temporary problem, the best solution is often to turn off your webcam for a few minutes, which will mean you can still see and hear the proceedings, but we will not see you.

Please feel free to use Chat for public and private conversations, including questions, during the meeting. If you want to contribute to the discussion, please raise an electronic hand, or raise your hand on the screen, or put a comment in the Chat.

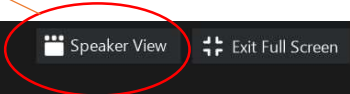
Please test your connection to Zoom in advance of the meeting, as we will be running to a tight timetable and will not be able to wait while members link up.

We would like to thank Don Kehoe (1976) for producing these notes.

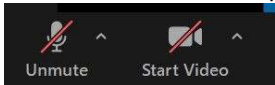
Please see overleaf for a guide to basic Zoom controls on a PC.

Basic Zoom controls on a PC

Click here to switch between Gallery (multiple members) and Speaker view



Click here to turn microphone or webcam on or off.



A red line through the icon means you are turned off

Click here for a list of participants. Change your **screen id** by clicking on your name and pressing the **more** button followed by clicking **rename**. You can **raise your hand** by clicking the button at the bottom of the participants' list or by selecting from the **REACTIONS** icon to the right

Click here to open **Chat** window. You can choose to address an individual or broadcast to whole meeting