

# 2021 Annual Meeting of Members (AMM) – Webinar Technical Guide

## We're Going Virtual for This Year's AMM

### HERE'S HOW IT WILL WORK

- You must pre-register online (at least 48 hours in advance) to attend the AMM. All current ISAO members will be notified by email when AMM online pre-registration opens – ISAO will also post registration details on Facebook and Instagram
  - We'll confirm your membership is valid\* and we will email you a link to attend the AMM – \*your membership to ISA Ontario must be current on the date of the AMM
  - On the date of the AMM, you'll click the email link to attend the AMM live
  - You'll listen and watch the live AMM on the GoToWebinar platform – See a screenshot of the GoToWebinar platform below (a viewing screen is on the left and controls are on the right)
  - The meeting chair will save time for questions and comments throughout the meeting – you can type questions and comments to the meeting organizers through a question box
  - Your microphone will be automatically muted. The organizers can unmute attendees who wish to speak.
  - To vote on a motion: organizers will present the motion as a written poll on the screen. You'll click "In favour" or "opposed" on the screen to vote.
- To vote in a secret ballot election: We'll send an email survey during the meeting – you'll need to open the email, click the link and complete the survey online. Surveys must be completed by a designated time to be valid
  - Election nominations or new business may be submitted by typing in the question box. These will be read aloud by the organizers. Note that new business can only be voted on IF members are given advance notice. See Information Bulletin on New Business <https://isaontario.com/governance/> for more information
  - We will host a voluntary online tutorial of GoToWebinar prior to the AMM
  - By attending live AMM and actively participating, you are eligible to earn 1 CEU

### HARDWARE REQUIRED

A laptop, desktop, notebook, chrome-book or mobile device with adequate software. **Note:** you can phone into the meeting but you will be able to listen only (you will not be able to vote or speak).

You can check your device compatibility here:

<https://support.goto.com/webinar/help/system-requirements-for-attendees-g2w010003>

### WE'LL BE USING TWO PLATFORMS

- **GoToWebinar** to host the AMM; and
- **Survey Monkey** for voting in secret ballot elections

If you've participated in ISAO's Tree Talks webinars this year, the AMM will be hosted on that same platform and will run in a similar way. The 2021 AMM is free to attend for current, valid members of ISA Ontario.

