



## Voting Delegate Details 2020 AGM

Use this form to submit your U3A's official voting delegate for the NW Region of U3As 2020 AGM, to be held at 3.00pm Tuesday 1st September, 2020 via Zoom videoconference. This delegate will be sent the secure link prior to the meeting.

\*Required

Email address \*

Your email address

I wish to submit resolutions \*

- ☐ yes  
☐ no

I wish to submit nominations \*

- ☐ yes  
☐ no

A copy of your responses will be emailed to the address that you provided.

Submit

## Google Forms

## Online voting ahead of a large meeting



## Create a FREE account

Already have an account? [Log In »](#)

Create an account

Username

Please enter a username.

Password

Email

First name

Last name

Create account

## SurveyMonkey

Both programs collate responses

Google forms creates a private spreadsheet for admins as responses come in

Timestamp						
A	B	C	D	E	F	G
Timestamp	Email address	Your name	Your U3A	Contact phone number	Payment - choose only or	Data Protection : your info
29/05/2020 17:25:38	b		ST.Helens		I registered to attend the	I have readand consent to
30/05/2020 09:10:29	h		UpHolland and District		I have paid by BACS to N	I have readand consent to
31/05/2020 10:18:46	j		Up Holland and District		I registered to attend the	I have readand consent to
31/05/2020 14:26:22	e		southport		I have paid by Paypal usir	I have readand consent to
01/06/2020 07:56:44	f		Southport07850108022		I have paid by BACS to N	I have readand consent to
01/06/2020 10:59:47	j		Upholland		I have paid by BACS to N	I have readand consent to
01/06/2020 11:55:43	p		Preston		I registered to attend the	I have readand consent to
02/06/2020 16:46:04	h		Warrington		I have paid by Paypal usir	I have readand consent to
02/06/2020 21:11:49	r		ST. HELENS		I registered to attend the	I have readand consent to
03/06/2020 15:27:23	c		Formby		I have paid by BACS to N	I have readand consent to
06/06/2020 15:44:50	h		Southport		I have paid by Paypal usir	I have readand consent to
15/06/2020 14:23:12	t		Epsom and Ewell		I have paid by BACS to N	I have readand consent to
15/06/2020 16:33:33	s		Palmer		I have paid by Paypal usir	I have readand consent to
16/06/2020 13:59:03	r		U3A Wirral (Williamson)		I have paid by Paypal usir	I have readand consent to

Spreadsheet created in the 'back office' that comes with every google form

Personal details greyed out here

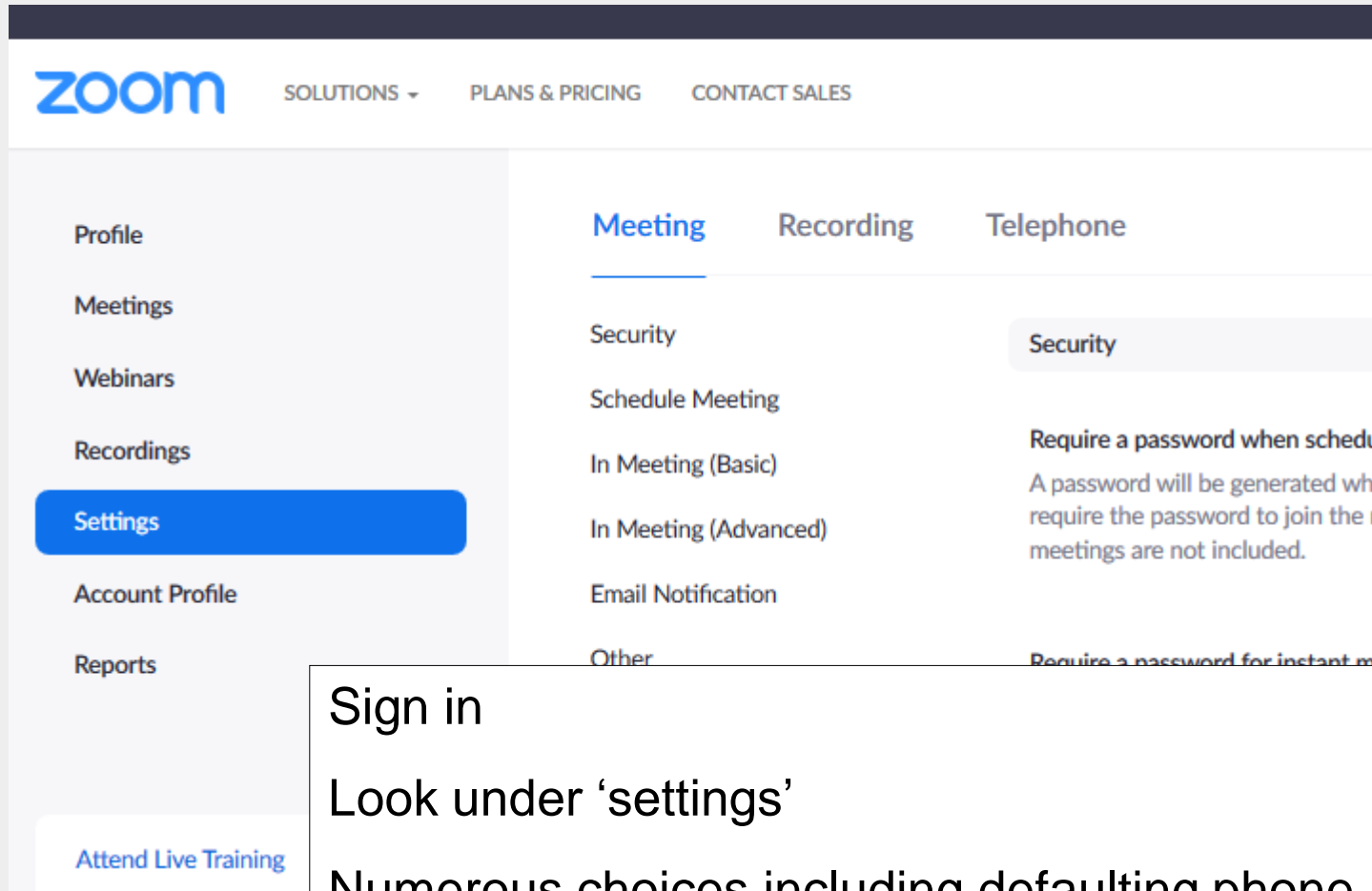
This form can only be accessed by the people you designate

# Choice of Zoom plan

- Will depend on numbers expected / needed in AGM
- Using free version will mean polling in Zoom is not available
- 100 limit in Pro plan, additional numbers can be bought, phone-in option available for members without internet
- Webinar version is designed for very large meetings – but is not suitable to group-level U3A activity (not intended to be as interactive)

# Manage your large meeting using the Zoom website

<https://zoom.us>



Sign in

Look under 'settings'

Numerous choices including defaulting phone-in numbers to UK lines

## Choose the 'telephone' tab if you need to let members join by phoning in rather than using a computer

**Meeting**   **Recording**   **Telephone**

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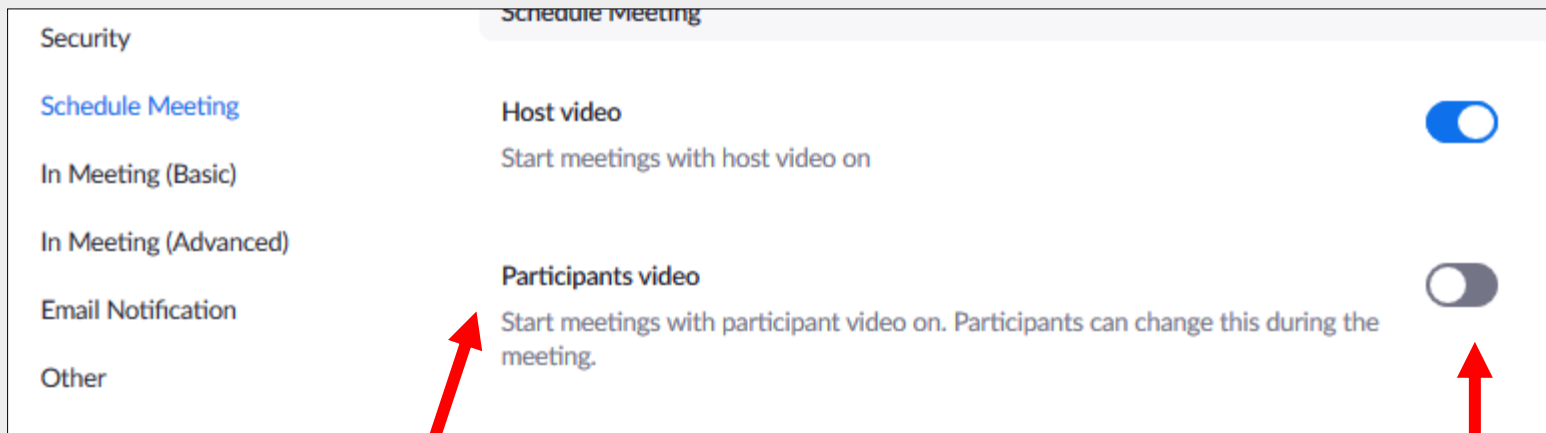
**Show international numbers link on the invitation email** ☐

Show the link for Zoom International Dial-in Numbers on email invitations

### Global Dial-in Countries/Regions

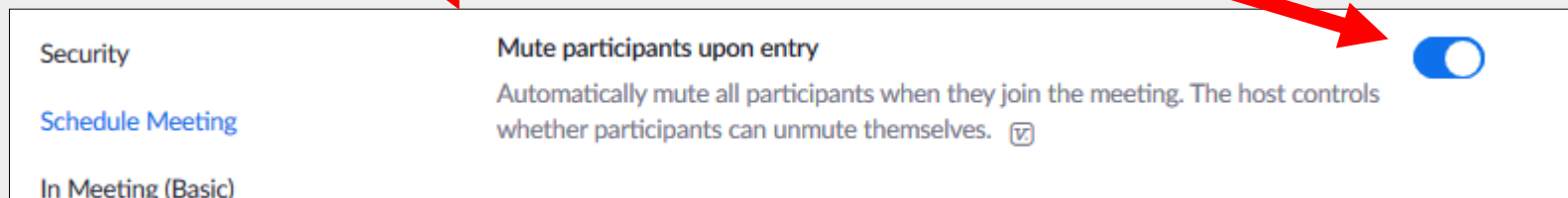
Click the Edit icon to choose countries/regions that frequently have participants who need to dial into meetings. The dial-in phone numbers of these locations appear in the email invitation, and can be used by participants dialing in from those locations.

United Kingdom 



You might want to set participants' video to 'off' for a large meeting  
When done this way, participants cannot over-ride it

Muting audio in advance for a large meeting



Security
Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Very useful option! 'Auto save chat'

```

11:24:47      From maggy simms : hello everyone
11:26:31      From maggy simms : press enter to send message1
11:26:43      From Gill Williamson : Hello - sorry about charging the phone!
11:26:51      From Deirdre Slater : Hi Maggie
11:37:15      From Imelda Badcoe : I have muted myself because there is a lot of
outside noise here which might interfere with the sound quality.
11:39:08      From Gabrielle Enoch : Maggie - how do you lock the toolbar in place
during a meeting
11:49:05      From Jenny Powell to maggy simms(Privately) : Many thanks
11:49:39      From Jeff : Bye everyone, thankyou very much Maggie

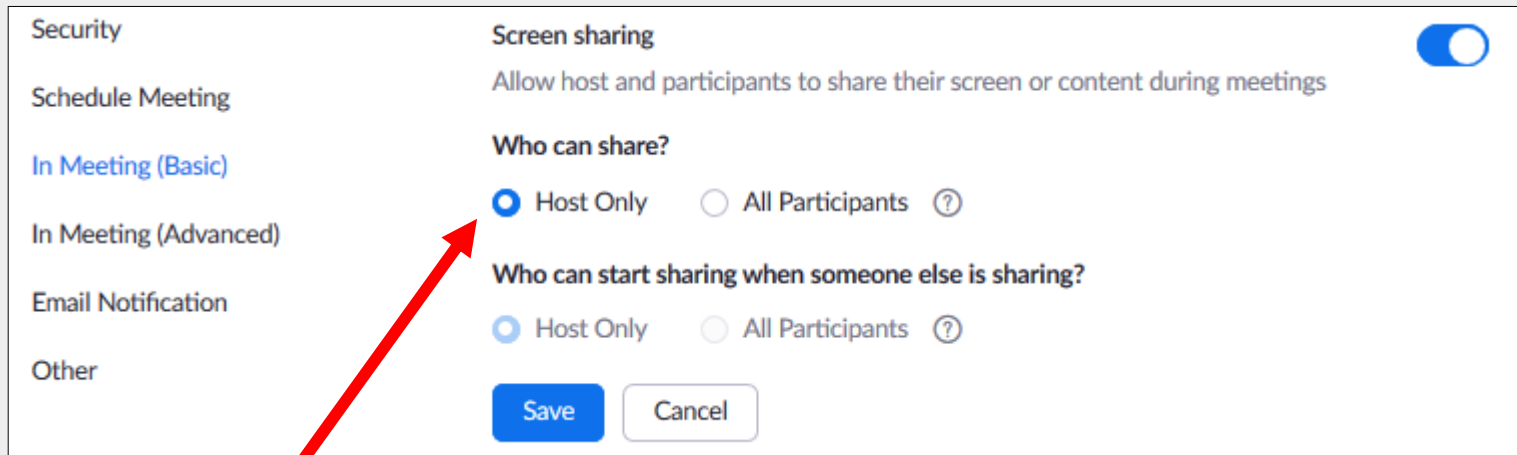
```

Enable other tools like 'polling' and 'breakout rooms'

Security
Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



Security


Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Screen sharing 

Allow host and participants to share their screen or content during meetings

Who can share?

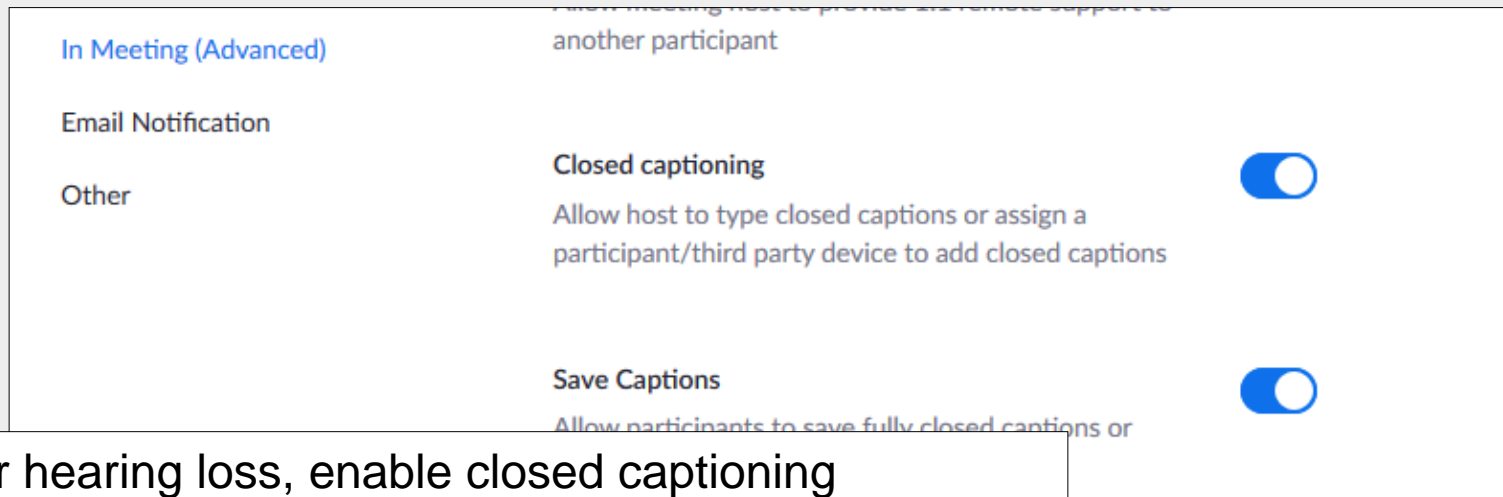
☒ Host Only ☐ All Participants ?

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants ?

Save Cancel


Host only screen sharing will prevent accidental screen-shares from participants in a large meeting




In Meeting (Advanced)

Email Notification

Other

Closed captioning 

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions 

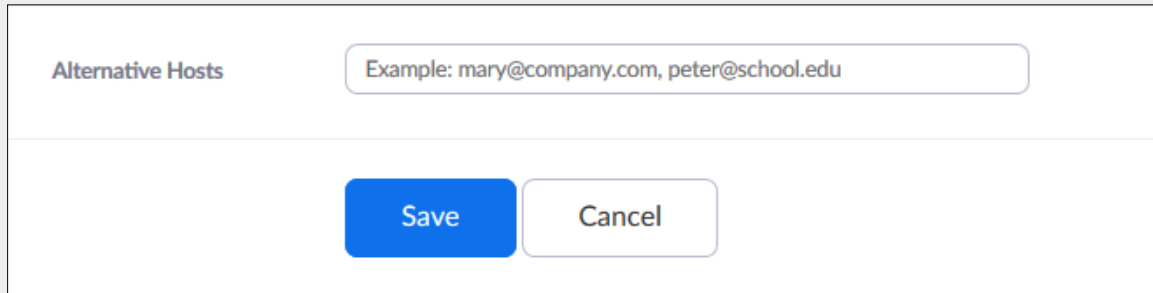
Allow participants to save fully closed captions or

For hearing loss, enable closed captioning

Touch typist or third party software needed to make this happen in meeting



## Alternative Hosts (licensed version)



The screenshot shows a dialog box titled "Alternative Hosts". It features a text input field containing the example text "Example: mary@company.com, peter@school.edu". Below the input field are two buttons: a blue "Save" button and a white "Cancel" button with a gray border.

Alternative Hosts have identical rights to the main host who scheduled the meeting.

They can completely take over, open the meeting etc – very useful in case of illness or emergency

Assign co-hosts and/or alternative hosts to a large meeting and give them specific tasks

Eg admitting people / watching for raised hands / generally keeping an eye out for people needing attention from Chair

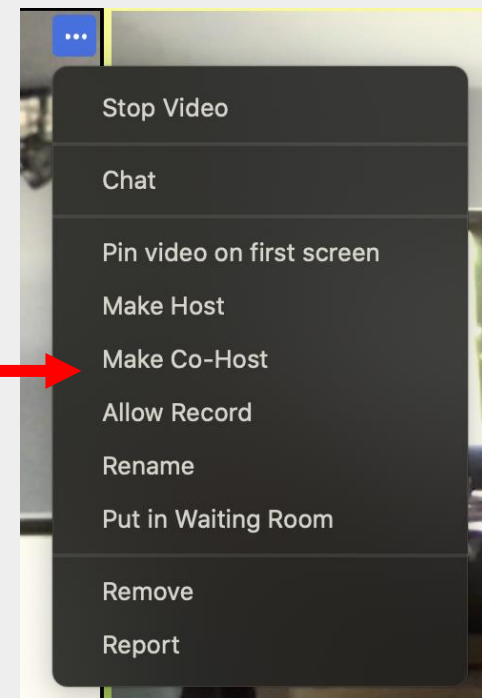
## Co-hosts can be added when a meeting has started (all versions)



Hover cursor over a participant – three dots appear

Series of options appear – choose ‘make co-host’

Very useful for meet n greet, spotting and unmuting ‘questions from the floor’



## Schedule Meeting

### Topic

maggy simms' Zoom Meeting

Start: Mon June 29, 2020 13:00

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: London

### Meeting ID

☒ Generate Automatically ☐ Personal Meeting

### Password

☒ Require meeting password 171680

### Video

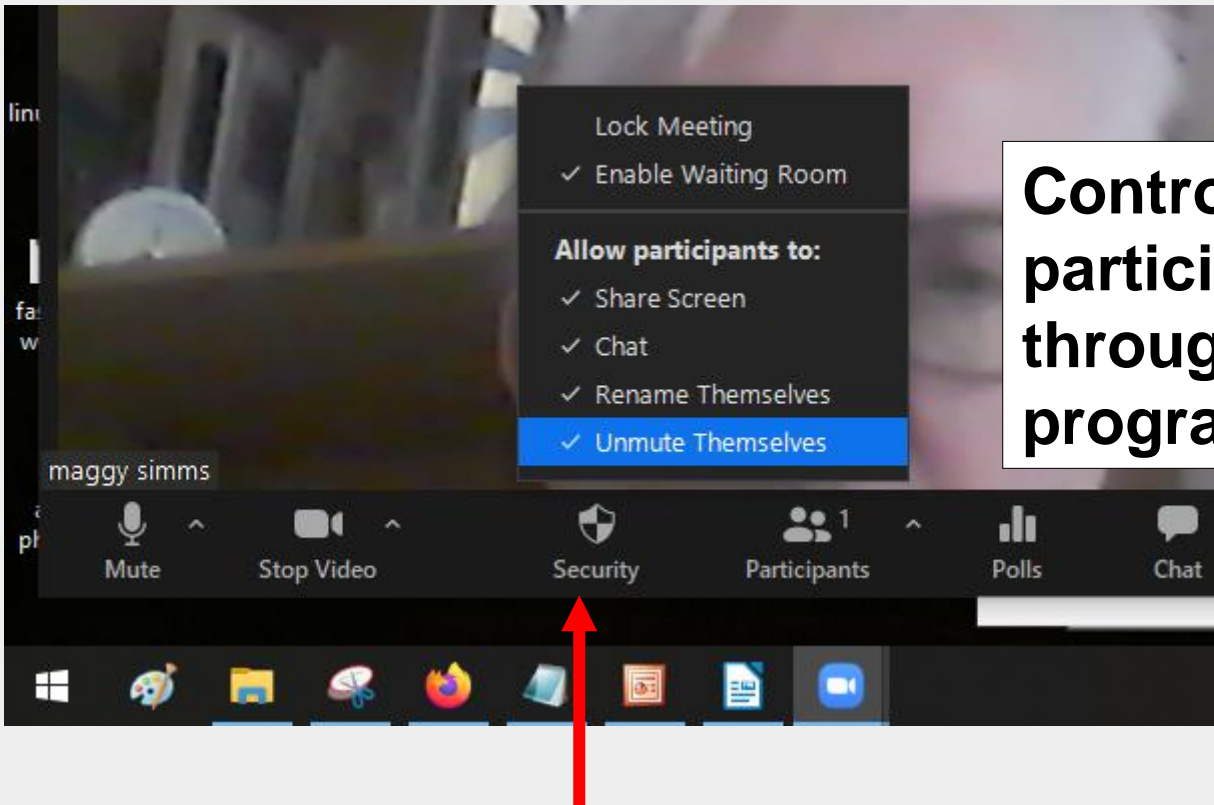
Host: ☒ On ☐ Off Participants: ☐ On ☒ Off

### Audio

**Controlling  
participants' video  
through the app /  
program**

Here is where participants' video can be turned off at the scheduling stage.

Their names will show on screen in the meeting, and their profile pic if they have one



## Controlling participants' audio through the app / program

Host controls include the security badge – click for options

To prevent participants from talking in a large meeting, untick the 'unmute themselves' option

Also worth unticking 'share screen' at same time

# Polling in a Zoom meeting

Licensed version only is not on free version

The polling option needs to be activated by account administrator via the Zoom web portal

Once activated you can create polls during a live meeting (!) or when you schedule a meeting

The host will see the 'poll' icon when they start a scheduled meeting

