

Here's what you need to know for this year's Annual Meeting over Zoom:

Raise Hand:

This year, we will be using the raise hand function to allow people to speak and ask questions during the meeting. Janet Lewis Muth, as Moderator, will be monitoring notifications that will allow her to see when someone has raised their hand and in which order. The chat function will not be checked for questions and comments, so this will be your only way to participate.

To Raise Your Hand:

There are two ways to raise your hand over Zoom.

1. *For Laptop or Desktop:*

- go to the participant's tab at the bottom of your screen, near the chat function
- on the bottom of the participants tab, there should be three buttons: invite, unmute me, and raise hand
- predictably, the one that will raise your hand is labeled raise hand
- lowering your hand is done the same way, although the button will now be labeled lower hand

2. *For Mobile and Tablet Only:*

- go to the more tab on the bottom of the screen
- at the top of the menu that pops up, there should be a button labeled raise hand
- clicking that button should raise your hand
- to lower your hand, press the button again, it should now be labeled lower hand

Poll:

We will be using the poll function Pastor Wendy introduced earlier this year to vote on motions raised during the meeting.

To Participate in a Poll:

- When the host begins a poll, the poll should appear directly on your screen without you having to do anything
- Select the answer you wish to respond with, and press the submit button
- Your response will be recorded and the results will be shared once the question closes