ZOOM WEBINAR
WITH GNTV MEDIA MINISTRY

Zoom Webinar Conference Cheat Sheet

1 The Q&A Feature

You can participate in the conference business using the Q&A feature. Click on the icon to open the Q&A Window.
Then you can ask a question or seek to be recognized for the following reasons:
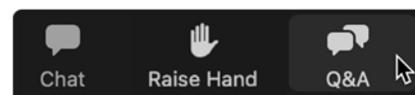
Motion: [Insert your motion]
Second: [the motion]
Amendment: [Insert change]

Call the Question
Point of Order: [Insert point]
Moment of Personal Privilege: [reason]

2 The Raise Hand Feature

Raise and Lower your hand by clicking the Raise Hand icon. It is gray when lowered, it will turn blue when raised. Leadership can see your hand when it is raised (blue). If the bishop recognizes you, to speak, you will receive a prompt to unmute your mic. *Unmute your mic by clicking "Unmute myself"*, and then speak.

3 Voting Using the Polling Feature

The Polling feature allows the bishop to conduct electronic voting. When the bishop calls for a vote, the polling window will appear on your screen.

Select your answer and click the red "submit" button. Make sure to choose your answer carefully- **once the poll has been submitted, you cannot change your answer.** After you submit your answer, the polling window will disappear.

Some polls may include more than one question. All of the questions will be visible in the same polling window, so **be sure to select answers for all of the questions before you submit**.
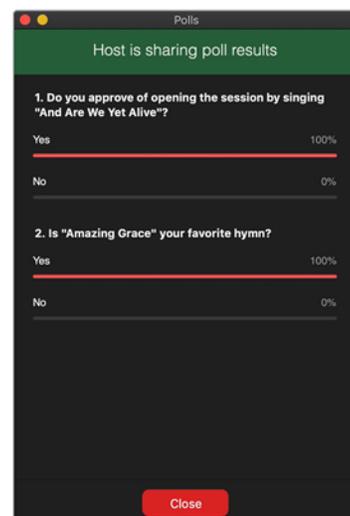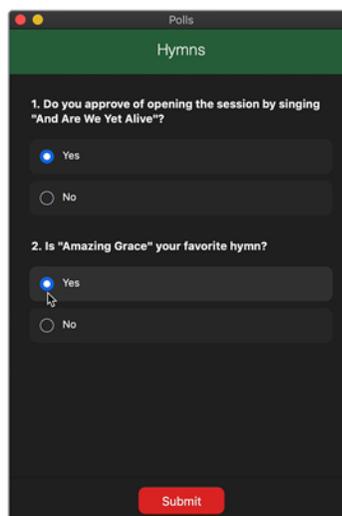
When all of the answers have been submitted or the moderator closes the submission period, we will wait a few moments for the results to populate. The moderator may then share the results on-screen for you to see.

Visit our online resources at **gntv.info/zoom**

Need Help?

or call our Tech Support Hotline at **(478) 216-7709**