



General Assembly: 22 March 2021 (16:00 – 19:00 CET)

MPE General Assembly: member guidance and how-to guides

Please read this guide for important information and guidance regarding participating in the MPE General Assembly. For any other questions, please contact the MPE team at info@mpeurope.org.

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Section 1: General Assembly meeting guidance

Registration

Members are asked to register their attendance in order to receive access details for the virtual meeting. You can still [register your attendance here](#) if you haven't already done so.

Joining the meeting

Staff will be online from 15:30 CET to help you if you anticipate needing help. Please do not dial in later than 15:45 CET to enable tech checks to take place.

The General Assembly will take place using **Zoom** (the same platform as last year). Once you have registered, you will receive the link to sign in from your laptop, desktop, or iPad. Members can access the meeting in one of three ways:

- By downloading the Zoom Client for Meetings app for desktop (recommended)
- By downloading the Zoom Mobile app for mobile phone or tablet
- Through your browser.

Both Zoom Client for Meetings and the Zoom Mobile App can be downloaded in the Zoom download centre which can be found here: <https://zoom.us/download>.

Detailed guidance on downloading Zoom Client for Meetings and accessing the meeting through your browser is provided in Section 2 of this document.

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Please ensure that your internet speed is sufficient to join the meeting. If you have problems during the meeting with your connection, dial-in details will be provided.

Meeting environment – rules of etiquette

Members are asked to observe some rules of virtual meeting etiquette to ensure the meeting runs smoothly and without unnecessary disruption. These are listed below:

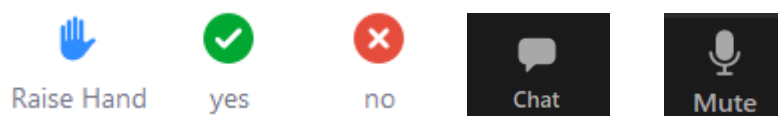
- Please ensure your meeting environment is quiet, well-lit and free from disruption. Please try and keep family members, pets and children out of the virtual meeting room.
- When not speaking, please mute your microphone
- If you would like to comment or ask a question, please use the “Raise Hand” function
- Please ensure that your image quality is high-resolution, and we can clearly see your face. Please use a webcam if possible.
- Please use headphones, or ideally, a headset so we can clearly hear you.

Using Zoom features in the General Assembly

Members will be guided through use of Zoom functions before the meeting starts. For this to happen, **members are asked to join the meeting no later than 15:45 CET.**

Members are invited to use Zoom functions during the meeting in the following ways:

- “Raise Hand” function – to indicate that you would like to speak
- “Yes” function – to provide a “Yes” vote during non-secret voting in the agenda (see “Voting” section below)
- “No” function – to provide a “No” vote during non-secret voting in the agenda (see “Voting” section below)
- Chat function – to ask questions and for communication in the meeting
- Mute function – whenever you are not speaking, please ensure that your microphone is muted.



A guide to using all of these functions is provided in Section 2.



i Please note these documents are confidential **i**

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Support during the meeting

As noted above, a refresher on using Zoom, Zoom controls and general tech check will take place with members just before the meeting starts.

Members are asked to join the meeting no later than 15:45 CET to enable tech checks to take place.

Technical support during the meeting will be provided by Ana Vallejo, Communications Manager. You can reach Ana through the following channels:

- Email - vallejo@mpeurope.org
- Phone - +34 679909048
- Available on SMS, Telegram and Whatsapp

General support and help with the Zoom platform is available on the Zoom website and can be accessed [here](#).

Voting during the meeting

For voting which does not need to take place by secret vote, members will be asked to vote using the Yes and No functions in Zoom. Instructions are provided in the next section.

For the Elections to the Board, voting will take place through the Polys system. Members will be provided with guidance on how to cast their secret vote before and during the meeting, and tech support will be on hand to help with the process. You can find a guide to voting using the Polys system in Section 2.

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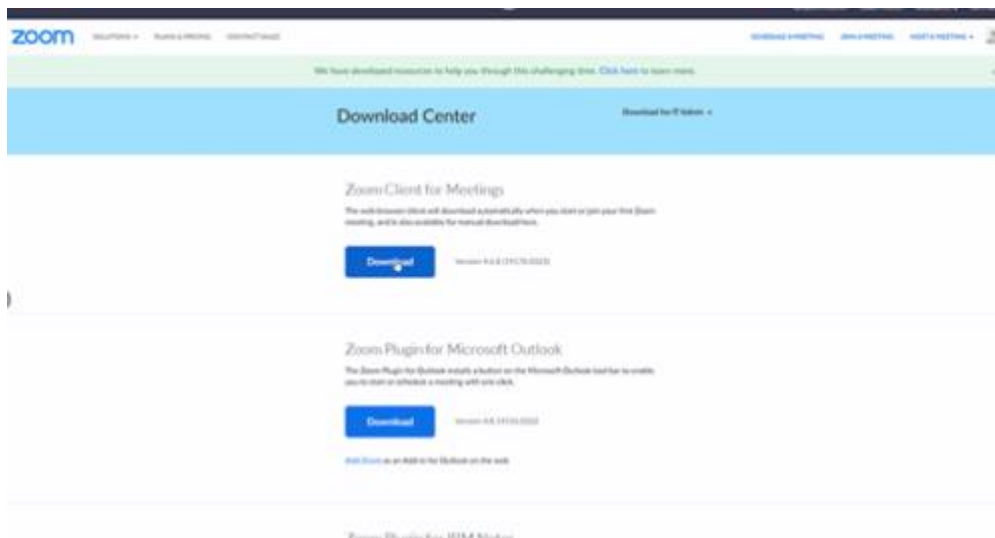
Section 2: How-To Guides

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- Installing Zoom for Mobile p.7
- Accessing Zoom meetings in your browser p.7
- Using Zoom functions in the meeting p.10
- Using the Polys voting system p.11

1. Installing Zoom Client for Meetings

To download and install the Zoom Application:

- Go to <https://zoom.us/download> and from the Download Center, *click* on the **Download** button under “Zoom Client For Meetings”.
 - This application will automatically download when you start your first Zoom Meeting.
- Once the download is complete, *proceed* with **installing** the Zoom application onto your computer.

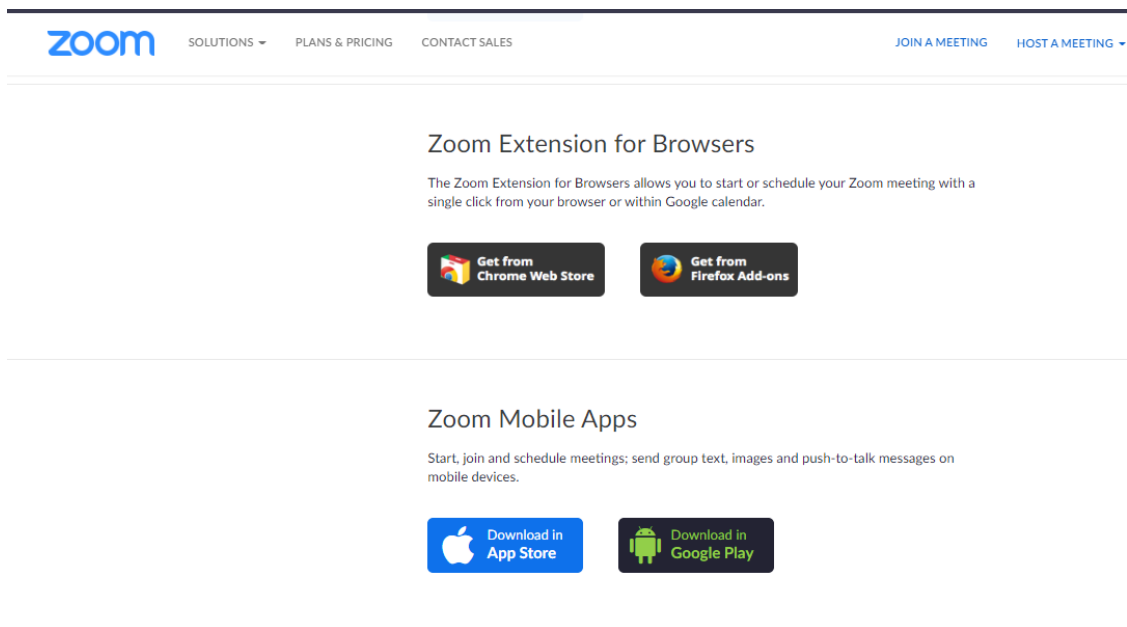


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2. Installing Zoom for Mobile

To download and install the Zoom Application:

- Go to <https://zoom.us/download> and from the Download Centre, click on either “Download in App Store” (Apple, iOS), or “Download in Google Play” (Android)
- Follow the instructions within the store to download the app on your device



The screenshot shows the Zoom website's download page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, and HOST A MEETING. The main content area is divided into two sections. The first section is titled "Zoom Extension for Browsers" and includes a description: "The Zoom Extension for Browsers allows you to start or schedule your Zoom meeting with a single click from your browser or within Google calendar." Below this are two buttons: "Get from Chrome Web Store" and "Get from Firefox Add-ons". The second section is titled "Zoom Mobile Apps" and includes a description: "Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices." Below this are two buttons: "Download in App Store" and "Download in Google Play".

3. Accessing the meeting through your browser

The following browsers support Zoom. If you plan on accessing the meeting through your browser, please ensure that you have at least one of these installed and updated on your PC, laptop, or tablet.

- **Internet Explorer 10** or higher.
- **Microsoft Edge 38.14393.0.0** or higher.
- **Google Chrome 53.0.2785** or higher.
- **Safari 10.0.602.1.50** or higher.
- **Firefox 49.0** or higher.



ⓘ Please note these documents are confidential ⓘ

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Guidance on how to access the meeting is provided below:

Overview

If you are using Google Chrome, Mozilla Firefox, or Apple Safari to join or host a meeting, you will see a dialog box to launch the Zoom application.

In Google Chrome and Mozilla Firefox, you can choose to always open links with Zoom, but this is not currently supported in Safari.

Google Chrome

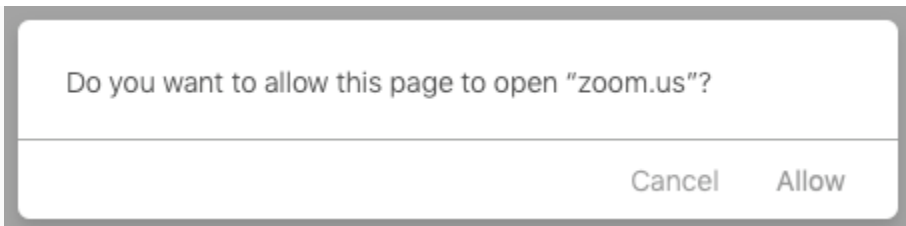
1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organizer.
4. Click **Join**.
5. Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac). You need to click this option every time you try to launch Zoom from a web browser.

Mozilla Firefox

1. Open Firefox.
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organizer.
4. Click **Join**.
 - If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
 - To skip this step in the future, check **Remember my choice for zoommtg links**.
 - Click **Open** **Link.**

Safari

1. Open Safari.
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organizer.
4. Click **Join**.
5. When asked if you want to open zoom.us, click **Allow**.



Issues with the Zoom Launcher plug-in

On some occasions where the plugins may not be activated, disabled or may not be correctly installed, or installed correctly but failed to run. There are several things you can do to fix it: Check if the Zoom launcher plugin is enabled (re-enable if it was disabled)

Safari

[Safari no longer supports most plug-ins](#). You will need to choose to launch Zoom each time.

Internet Explorer

1. There is no Zoom plugin on Internet Explorer.
2. A zoom_launcher.exe will run automatically.

If it was enabled but continues to download every time, here are the steps you can take to correct this:

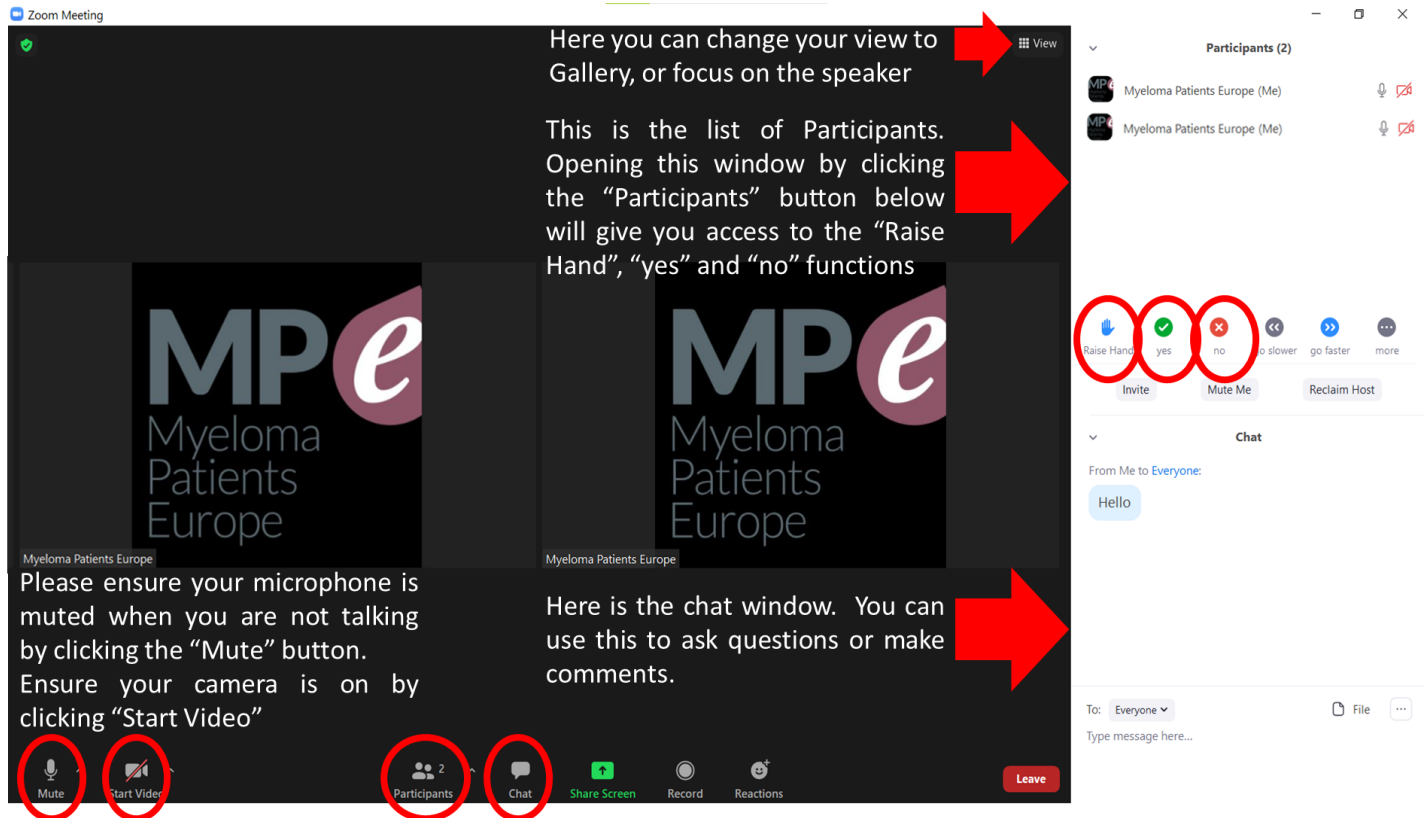
- Go-to task manager, kill all firefox/chrome (shadow) instances, if any
- Restart firefox/chrome, then remove the zoom launcher plugin
- Click host a meeting from the browser (zoom.us), it should reload the plugin again

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4. Using Zoom functions during the meeting

1. Using Zoom on desktop / through the Zoom Meetings Client

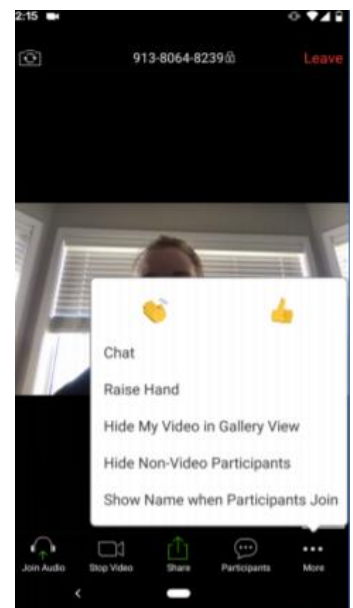
An overview of the Zoom features and functions on desktop is shown below.



2. Using Zoom on a mobile phone / device

Once you have downloaded the app, the summary below shows where you can find key functions.

- To see the hosts / participant list, scroll down your screen.
- To access the "chat", "yes", "no", and "raise hand" functions, double tap on your screen and they will appear.
- Double tap again to go back to the gallery.



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5. Using the Polys voting system – a four step guide

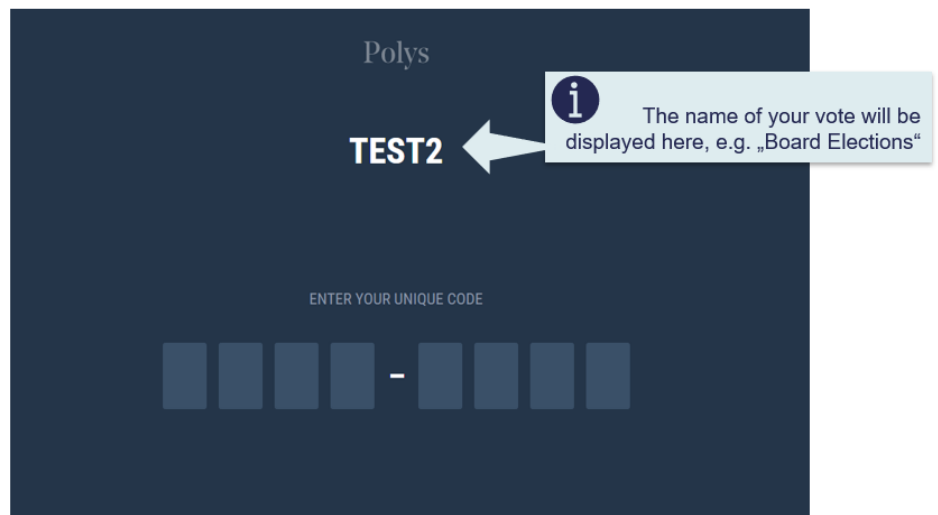
Voting on Polys – a Step by Step Guide

1

Receive a link:

<https://polys.me/voting/registration/code/0xdb9617985e16cb54ff797dc09920a9f85dc7149e>

And click on the link to access the voting site



2

Receive a secret code via email or messenger service:

It will look like this

8765-1202

And copy the code to paste into the voting site



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Tip
Use copy-paste instead of typing your secret code to avoid errors

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3

Cast your vote!

Select one (or multiple) options

Click "Vote"



4

Your vote will be confirmed

Your voting administrator will notify you when voting is closed

