

CWA PRESIDENTS MEETING

FREQUENTLY ASKED QUESTIONS

1. Will delegates be able to see each other at the meeting?

Delegates will not be able to see each other during the meeting. The Zoom Webinar format limits audio and video to speakers. This will minimize meeting interruptions.

There will be an exception for delegates who are speaking at one of the microphones. If you are called on to speak at one of the microphones, the meeting host will temporarily enable your microphone and video.

All delegates will be able to communicate with Parliamentarians during the meeting via the Q & A feature during the Zoom Webinar.

2. Will we still have parliamentarians?

The virtual meeting will follow all of the same rules and procedures as an in-person Presidents' meeting.

We will have the same number of Parliamentarians and delegates will be able to communicate with Parliamentarians through the Q&A feature of the Zoom Webinar.

3. Where can I register for my credentials for the Presidents' Meeting?

You can register for your meeting credentials here at: <https://locals.cwa-union.org/>. There are also detailed instructions for getting your credentials on-line.

As usual, contact the Credentials Committee with any questions about your registration.

If you do not register for your meeting credentials, you will not be able to participate in the 2020 Presidents' Meeting.

4. Why do I have to register using a certain Local and Name format?

This will eliminate the need for staff to reformat your name once in the meeting. The format of the name you register with, will allow us to easily organize the list of Locals attending the Webinar in numerical order. This will be helpful if we need to locate you in the list of attendees or if you wish to speak at a microphone, etc.

When registering for the webinar use the format below:

- i. **FIRST NAME:** Insert the numbers of your local only followed by a "-". Example: 5002-
- ii. **LAST NAME:** Insert a space, your First Name, a space and your Last Name. Example: JOHN DOE
- iii. **WHAT WILL SHOW:** 5002- JOHN DOE



The image shows a registration form with two input fields. The first field is labeled 'First Name *' and contains the text '5002-'. The second field is labeled 'Last Name *' and contains the text 'JOHN DOE'.

5. How do I register an alternate delegate?

At the Presidents' Meeting, each Local is allowed one delegate. You can register an alternate delegate during your online credentials; however, only the delegate will receive an invitation to register for the meeting Webinar. Once registered you will receive a confirmation with a secured link to access the Zoom Webinar. If prior to the meeting the delegate is unable to attend you can contact credentials via cwacredentials@cwa-union.org to advise that you want your alternate to attend the meeting in the place of the delegate. They will receive an invitation and will need to

register separately. Again only one person from each Local can attend this meeting webinar.

6. Will attendees be able to see who is lined up at each of the microphones?

Yes. You will only be able to see the video of the person who is called on to speak, but we will have a list on the screen showing each microphone and the line of folks who are lined up to speak.

If you are called on to speak, there will be a momentary pause as we enable your audio and video. **Do not disconnect!**

7. What if we need a Roll Call vote?

We are fully prepared should an item before the Presidents' Meeting require a Roll Call vote. Based on your registration, we have compiled a list of each registered local and their voting strength. We will go down the list of each registered local and record their vote on a spreadsheet that will be visible to all the delegates with real-time vote tallies.

We have reviewed this process in detail for those who were able to attend or who are planning to attend the Zoom IT Training. Here is the link to the Zoom Webinar Training slides if you would like to review again or missed the training session. [Click Here to View Presidents' Meeting Zoom Webinar Training](#)

8. Do I have the latest version of Zoom?

All delegates will need to join the meeting through the Zoom App. This will ensure that participants are able to participate in “hand-raising” and “polling” features that will be critical for a successful meeting.

How to ensure that you have the latest version of Zoom:

If you already have the **Zoom** desktop client installed, you can check for updates: Sign in to **Zoom** desktop client. Click your profile picture then click Check for Updates. If there is a **newer version**, **Zoom** will download and install it.

Please make sure to do this **BEFORE** June 5th. Sometimes Zoom will automatically require you to update the software and this could delay your entry into the meeting if not taken care of beforehand.

Contact pchelp@cwa-union.org with any questions.

9. When I log into Zoom, it gives me the option to connect to Phone or Computer audio - which should I use? What if my computer doesn't have microphone capabilities?

If you are able to connect to the meeting through Computer Audio, please do so. Computer Audio makes it easiest for us to ensure that the list of Locals attending the Webinar is in numerical order.

If your computer does not have a camera or microphone, consider getting a usb camera with microphone for your computer.

If that is not possible you will need to first join the webinar by computer and follow the Zoom instructions to connect your phone to your zoom computer connection.

There will be technical support on the day of the meeting for delegates who are having trouble with audio, the meeting connection, etc. If you need assistance please send an email to pchelp@cwa-union.org as soon as possible and provide details of your issue and a call back telephone number.

10. What if I get ejected from the meeting?

We are confident that we will be able to conduct the Constitutional business of our union without issue. That being said, should any delegate choose to share visual content or audio that is inappropriate or offensive, they will be ejected from the meeting and **will not be able to return.**

This does not apply to delegates who are accidentally disconnected from the meeting. You will be able to re-enter.

CWA