



2021 Greater New Jersey Annual Conference Session

Participants Guide

What to know before you register:

1. **Only voting members will be allowed to participate in the sessions via Zoom video or dial-in.** Credentials will be confirmed for each voting member upon submitting their registration. If you are not registered, you will not be able to vote or speak at the annual conference session but only view the annual conference session on YouTube.
2. Guests and visitors are invited to participate by watching the sessions live on YouTube at <https://www.youtube.com/GNJUMC>. Guests and visitors should not pre-register. Guests and visitors will be able to view the annual conference session on GNJ's YouTube.
3. If your household has two or more voting members, you will need to register separately and use different devices (phones, computers, or tablets) to participate and vote.
4. **Each voting member can participate by using one device only.** You cannot log in on both your phone and your computer, for example. It is essential that people in the same household use different accounts to register and that they log on with two devices. Each Zoom link for video and phone is unique and cannot be shared with others.
5. At this Annual Conference, **auto-generated closed captions will be provided.** You may turn on/off or change the font size.
6. If you are registering by push-button dial-in phone (not a smartphone app), you must call in using the same number you included in the registration so that your credentials can be matched and verified.
7. For those registering for Zoom video (those using a computer, tablet such as iPad, or smartphone such as an iPhone or Android phone): An email confirming your credentials and Zoom registration will be sent within two business days after you register. Be sure to check your junk mail if you do not receive the confirmation within two days.
8. For those registering for Zoom dial-in (those using a push-button phone and not a smartphone app): You will receive your credentials and dial-in information the week of May 17. You will only be able to join the Zoom meeting by phone if you dial in using the same phone number that you included with your registration.

How to join the session

- **For members who registered for Zoom Video Session**

- The registration confirmation email will be sent to you within two business days.
- Open the confirmation email with the title “[CONFIRMATION] 2021 GNJ Annual Conference Session Registration”
- In the email, click “Click Here to Join”

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

- ❖ We strongly encourage all participants on Zoom Video that you **give yourself enough time to join the meeting before the session starts** so that you can ensure the technology and your internet connection work properly. The Annual Conference Session is available to join at 8:30 a.m. on Monday, May 24 and at 8:00 a.m. on Tuesday, May 25.
- ❖ **Please ensure that Zoom is already installed on your device and is up-to-date.** This is very important as you may have issues voting or joining the Session if you do not have the latest version of Zoom. Even if your regular Zoom meeting works well, the Zoom webinar may not function properly if you do not have the latest version of Zoom.

How do I check if the Zoom on my device is up-to-date?

- ✓ **If you have a Zoom account**, refer to Zoom support page (<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>) to learn how to check for updates.
- ✓ **If you do NOT have a Zoom account**, uninstall Zoom, download the newest version of Zoom from the website (<https://zoom.us/download>), and re-install it.

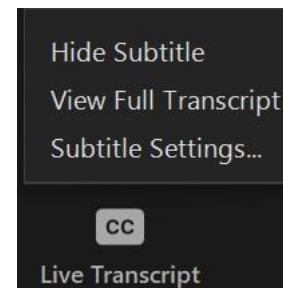
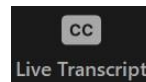
- ❖ **Check your junk email folder first** if you cannot locate the Confirmation email. If you are still unable to locate the email, contact Soomin Lee at slee@gnjumc.org.

New Feature: **Closed Captions**

You will see the auto-generated closed captions upon joining the session.

- **Join Zoom via computer**

You will have the option to turn off the captions (“Hide Subtitles”), view the transcript of the session (“View Full Transcript”) or change the font size (“Subtitle Settings”) by using “Live Transcript” button at the bottom of your screen.



- **Join Zoom via smartphone or tablet app**

You will have limited options when using a smartphone or table app. You will be able to view the closed captions of the session and view the transcript (“View Full Transcript”) at the bottom of your screen, but you will not be able to turn off the closed captions.

***If you do NOT see the CC button, please update your Zoom app.**

- **For members who registered for dial-in**

- The dial-in info will be sent to your email prior to the Annual Conference.
- Use the dial-in number and enter Webinar ID and press the # key.

❖ **Make sure that you are calling in with the same number that you registered with. Otherwise, you may be removed from the meeting without notice.**

Having technical issues with joining the Annual Conference?

TEXT (201) 870-1648 with your name and the issue you are having (e.g., “*John Smith, can’t locate confirmation email*”)



Voting process during legislation session

1. Bishop invites participants to click “Raise hand” to cast a vote
2. Participants vote by clicking “Raise Hand” or pressing *9
3. Bishop announces the result of the vote
4. All votes are cleared for the next voting

* During voting, there will be a slide indicating that voting is in progress.

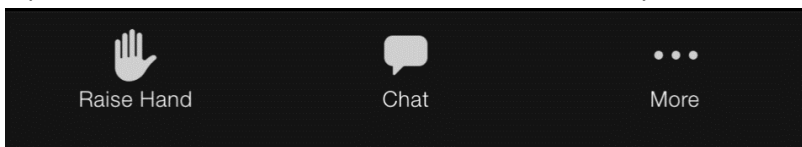
How to use “Raise Hand” feature on your device

- **For members using a computer (Windows or Apple operating system):**

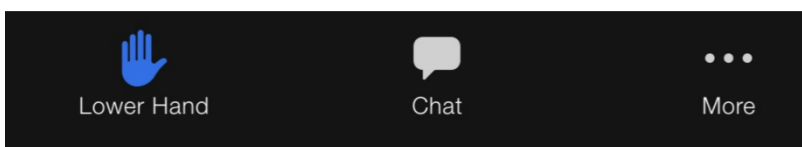
- Hover your cursor to the bottom of the Zoom Webinar screen and find **Raise Hand**  icon.
- Click on the Raise Hand only one time and the hand will turn blue. 
- Once you select the raised hand, there is nothing more you will need to do. Selecting or deselecting the hand feature again will eliminate your vote and it will not be counted.

- **For members using a smartphone or tablet:**

- Tap the screen and find **Raise Hand** on the bottom of your screen.



- Touch **Raise hand** and you're the hand icon will turn blue.



- Once you have raised your hand, there is nothing more you will need to do.

- **For members using a push-button phone and the Zoom dial-in**

- Once Bishop announces the vote, press *9 to Raise Hand

- Please click “Raise Hand” only **ONCE** as clicking the icon twice will lower your hand and your vote will not be counted. **You do not need to “Lower Hand” after the vote** as Hands will be lowered all at once by the administrators.
- More information about Raise Hand feature can be found on [Zoom website](https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar) or <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>

Speaking during legislation session

- **For members on Zoom Video**

The Zoom **chat** function will be open during the legislation session and **may only be used for indicating you would like to speak** during the session. **Members who make remarks will be removed from Zoom and will be unable to rejoin the session.** This is because the chat feature is being used to facilitate the annual conference session.

You may only use the chat to request permission to make a speech for, a speech against, an amendment or other parliamentary procedure. To request to speak, type the number listed below.

Type **1** for a speech **for legislation**

Type **2** for a speech **against legislation**

Type **3** to **make an amendment and** specify your amendment. For example:

- 3 I would like to make an amendment on (*specify the amendment*)

Type **4** to raise a different parliamentary procedure. For example:

- 4 I would like to make a point of order
- 4 I would like to refer the matter

Type **5** for **any other request** and specify your request. For example:

- 5 I would like to call the question
- 5 I would like to (*add any other request*)

Type ONLY the number for 1 and 2. For 3, 4, and 5 type the number **FIRST** and then specify your amendment, parliamentary procedure, or request

How to request to speak on Zoom

1. Click **Chat** and open
2. Type the number from above in the **chat**.
3. Once Bishop invites you to speak, you will see a **message asking you to unmute**. Unmute yourself and begin speaking.

- **For Members on Zoom dial-in**

1. **Press *9** to request to speak.
2. When you are invited to speak, you will be able to unmute yourself by **pressing *6** and start speaking.
3. You will be muted once your speech is completed.

❖ Your phone will be muted throughout the session.

For any questions, please contact Soomin Lee at slee@gnjumc.org