

ACA ABC Remote Delegates Guide

V 0.3 updated March 29, 2019

Introduction

The 2018 Annual Business Conference approved Remote Voting at future ABC's. The WSO will be supporting remote delegates starting with the 2019 ABC being held in Malmo Sweden. We researched a number of different teleconference and voting tools and have selected Zoom. We are already using Zoom for WSO committee meetings and plan to start using it with the March Board call on March 9th. This will be a new experience for all us and there will be many things to learn. With patience, Love and compassion for our fellow travelers the 2019 ABC will be a successful experience that allows more ACA groups to participate in our service structure.

The Latest information for Remote delegates can be found at <https://acawso.org/category/delegate-training/>

Registering as a Remote Delegate

All delegates must register at <https://www.acaworldconvention.org>. We have set a deadline of March 31st for Remote Delegates to register to ensure remote delegates have plenty of time to be comfortable with the remote voting process and WSO has time to prepare as well. **We have extended this deadline**, but still want remote delegates to **register prior to one of the Delegate Training sessions** and attend a session to be sure they can use Zoom for ABC Webinar.

Please choose one of the following 4 training dates (you are welcome to attend more than one session):

- Saturday or Sunday April 6th or 7th at 12:30 pm EDT
- Saturday or Sunday, April 13 or April 14th at 10:30 am EDT.

The training will run approximately an hour and 20 minutes with the last 25 minutes devoted to Remote Voting.

We will be using ZOOM online program for these calls.

Join the Zoom Meeting via your smartphone or computer. Please install the App.

<https://zoom.us/j/930413657>

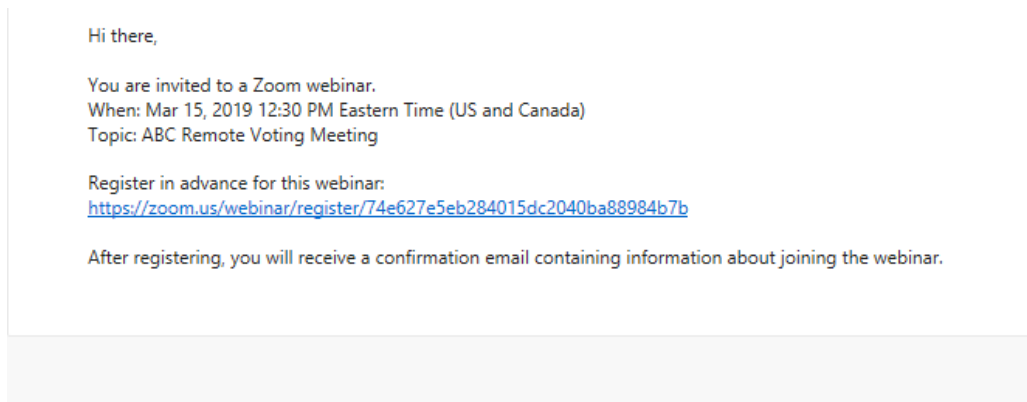
Training

The ABC Delegate Training Sub-Committee will hold training for both ABC delegates and Remote ABC delegates. This will be a combined session with the remote delegates portion done at the end of the training.

We will be using the Zoom Webinar feature and you can get free training from Zoom at <https://support.zoom.us/hc/en-us/articles/200917029-Getting-Started-With-Webinar>

The Remote Delegate Experience

1. Remote delegates will be joining a **Zoom Webinar** as a participant. You will receive an email similar to the following as an invitation.



2. Click on the link in this email. You will then get the following screen:

Webinar Registration



Topic ABC Delegate Training

Time Mar 17, 2019 7:30 PM in Eastern Time (US and Canada)



* Required information


First Name *

Last Name

Email Address *

Confirm Email Address *

What is your WSO Group, Intergroup, or Region Number ?


I'm not a robot 
reCAPTCHA
Privacy - Terms

Register


3. Fill in your personal information and include your WSO group number after your Last Name. For First Name please use Name and Group Number such as **Jim FL0253**. After you comply with the "I'm not a robot" function, click **Register** and you will get the following screen:

Webinar Registration Approved

Topic ABC Remote Voting Meeting

Time Mar 15, 2019 12:30 PM in [Eastern Time \(US and Canada\)](#)
 [Add to calendar](#) ▾

Webinar ID 573-878-480



To Join the Webinar

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

Please click this URL to join. https://zoom.us/j/573878480?tk=gye7sN7-qCQE2sRjQBm_BNFKxp8htl0Wv7k_4VXgzYA.DQEAAAAAJ5w0BZfZEVCaXA3NIRvZU2eWtaLVpjbEFRAA&pwd=SnBxbEM2OVII2ZHVXiuQ2xoZm5xZz09&uuiid=WN_kc3wPClrRjymia6JOMgUqQ

To Cancel This Registration

You can [cancel](#) your registration at any time.

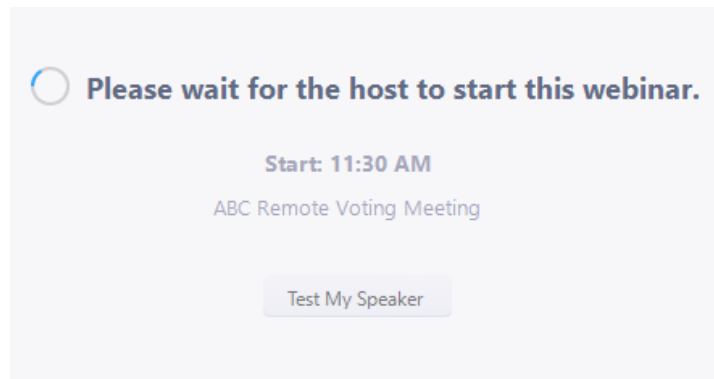
4. Click on the URL as directed, and the following screen appears:

A download should start automatically in a few seconds.
If not, [download here](#).

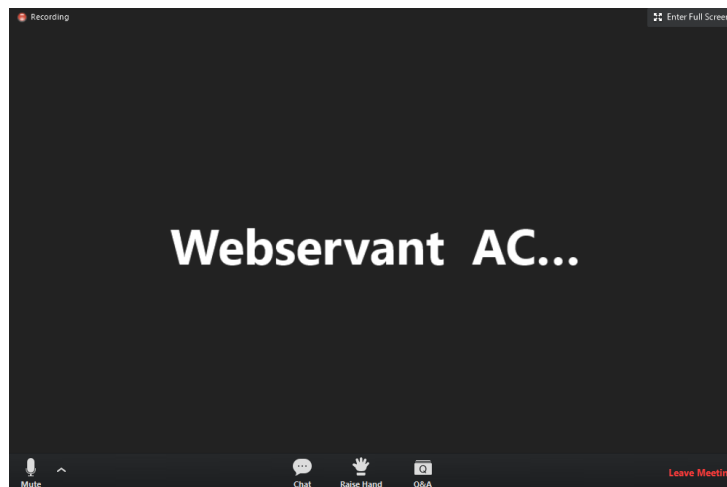
Copyright ©2019 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

What do you want to do with Zoom_6abd65470c64375e.exe (72.8 KB)?
From: launcher.zoom.us

5. If the program does not download on its own or by clicking on **download here**, you can click **Save** and then **Run**.
6. If the meeting has not started, the following pop-up will appear with the circle on the top left appearing to be running in a loop:

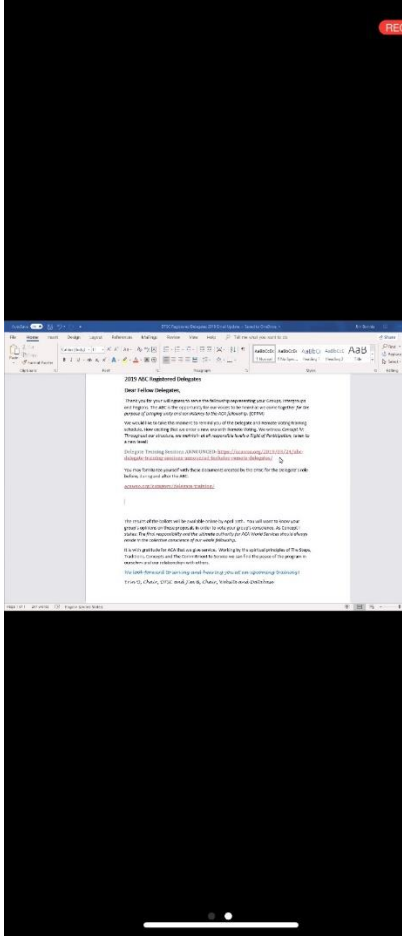
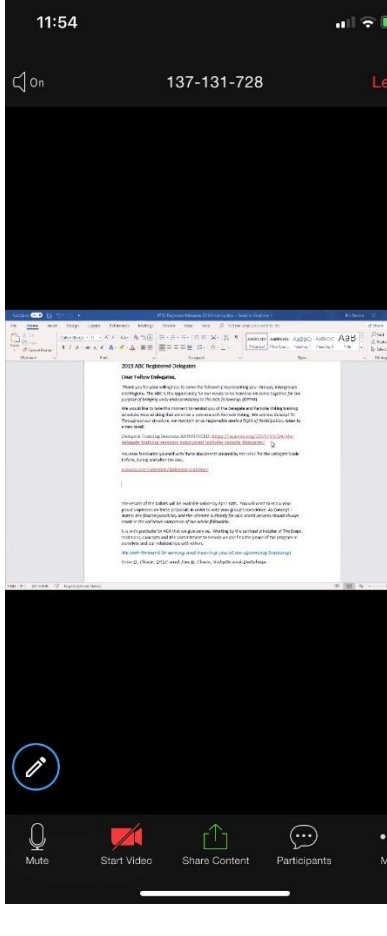



7. When the host has started the meeting, the following screen will appear. Notice the icons at the bottom of the screen – the microphone on the left (which will likely have a diagonal line through it), Chat, Raise Hand and Q&A. These things will be explained further by the meeting host. There may also be a Recording signal in the upper left hand corner of the screen if the call is being recorded. And there is a “Leave Meeting” link in the lower right hand corner to be used if you need to leave the meeting before the call ends.



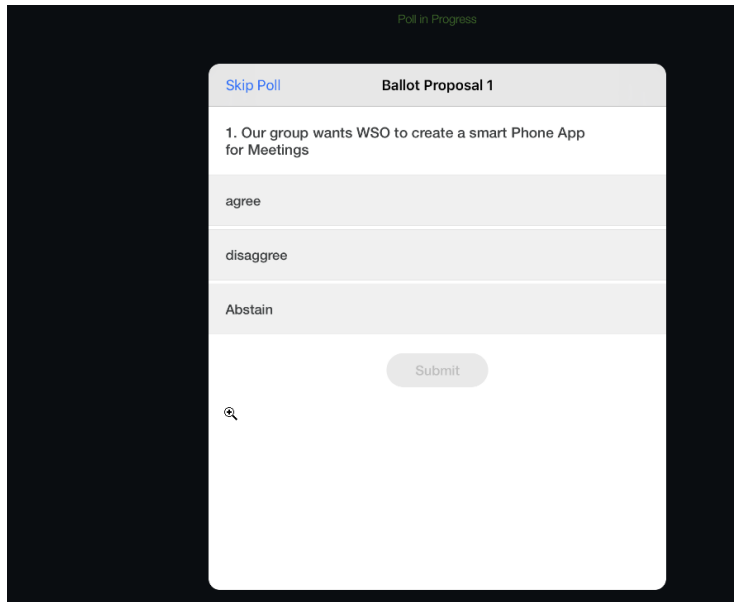
8. We will do screen sharing through ZOOM so you can see what the ABC delegates in Sweden see. Please make sure you understand how to see the screen during screen sharing – This is what the training is all about. You may need to click on a different window in Zoom or swipe your smart phone to see a different screen.

9. Here are some Screen prints of Zoom on an I- Phone

<p>Screen Sharing Active – Shows White Button on bottom selected – User Can swipe left to see whats on Left screen.</p>	<p>Clicking towards the bottom of the Zoom App or maximizing it shows a tool bar at the bottom.</p>	<p>This is the Chat Window on the Iphone – selected from the commands on the bottom of the screen.</p>
		

10. Voting will be done with zoom also – You must be using the Zoom App to see the screen sharing and do remote voting.

11. Remote voting will appear similar to the following screen



12. We will have 1 or 2 Meeting Hosts helping support the participants. You can contact them via Live Chat through Zoom or through the email ABCsupport@acawso.org
13. You will be able to hear everything that is said on the microphones at the ABC in Malmo Sweden
14. You will be able to see the same screen (Presentations, etc.) that is being shown at the ABC in Malmo Sweden
15. You will not be able to share your video, or microphone during the call.
16. You will be able to send chat questions and comments through Zoom to the Meeting Coordinator or through the email [ABCsupport @acawso.org](mailto:ABCsupport@acawso.org)

ABC Script

1. Login in to Webinar and test your speakers audio, test that you can see and send Chat messages
2. Listen to the report and watch your screen to see what is being presented and discussed at the ABC
3. Send questions through zoom to be read into the Sweden Microphone by your Webinar hosts. This can be done when ever questions or comments are being taken from the floor of the ABC. We will have a queue using zoom – Your webinar hosts will read your comments/questions into a microphone in Sweden.
4. When proposals are being voted on – Make your vote count with the built in Voting tool

Frequently asked Questions

Do I need any special software to be a Remote Delegate?

Yes – you will need the Zoom App for your smart phone or Computer. Be sure to join one of the Training sessions to ensure you are able to access the Webinar.

How Does Zoom Work?

Zoom is an APP that you use on your computer or Smartphone to SEE and Hear what is happening at the ABC. You will be in PARTICIPANT Mode in a Zoom WEBINAR. You will be MUTED by default. Please use CHAT to communicate with fellow attendees and the Meeting Hosts. You will be MUTED during the ABC.

Zoom has a control Bar at the bottom to see the CHAT button. You can also Raise your hand to get the Hosts Attention.

With Zoom you will have multiple Screens that may be different on your SmartPhone, Computer based upon the version (Apple, Android etc.). But you can swipe or click to different displays. This is important to see the Screen Sharing. Join the Delegate Training sessions to see Zoom in action and make sure you can use it with your computer or smartphone.

What do you mean that I need to Register for the Zoom ABC Webinar?

Well – we are still working on the details for this... So please be patient with us. We want to make sure that we know who the delegates are that are voting during the Remote voting. We are working with the ways that ZOOM supports this. So we will either send you an invite email to register you for the ABC Webinar or we will send you an email and invite you to register.

Also please connect to Zoom with your Name and Group Number when possible

For Example, **Jim FL0253**

What Time Zone is the ABC being held in?

- 9:00am to 5:00pm Central European Summer Time
- 3:00am to 11:00am Eastern Daylight Time
- 2:00am to 10:00am Central Daylight Time
- 1:00am to 9:00am Mountain Daylight Time
- Midnight to 8:00am Pacific Daylight Time

Will recordings of the ABC be made available?

Yes – Recordings will be made available very quickly at <https://acawso.org> from the Webinar recording. A recording is also being done locally and it may be published later if needed.

What if I cannot access zoom and have trouble getting my vote entered?

We are doing everything we can to test out voting and connectivity with zoom. The goal is to have everyone's vote counted. If there is a problem we apologize in advance and request that you be loving to the ABC hosts and yourself.

How will I ask questions or make a comment at the ABC

Troubleshooting

If you have trouble during the ABC please use the Chat tool inside of zoom or send an email to ABCSupport @acawso.org