



## **ISOPP Annual General Meeting (AGM) 2020 via Adobe Connect**

### **AGM Ready - Steps to Take in Advance**

Adobe Connect is a synchronous system used to hold online meetings and presentations. You will access the LIVE Adobe Connect AGM through the **meeting link**:

<https://isopp.adobeconnect.com/agm2020/>

TEST your connection to the Adobe Connect AGM site before the AGM broadcast - some helpful tips are below. You will go through the same steps when you join the actual AGM.

#### **To TEST or JOIN the AGM on your computer, please follow these steps:**

1. Click on the **meeting link** above or copy and paste the **meeting link** into your web browser. An Adobe Connect page will appear or the adobe connect app you have installed will open.
2. If it prompts you to choose member or guest, please select "guest".
3. Type your first and last name into the "Name" box and click "Enter Room".
4. Once inside the virtual meeting room, you should see a welcome message and the AGM invitation.
5. You can test your audio by selecting "meeting" from the top left hand corner and then selecting "audio setup wizard".

Please note the following:

- Browser: Adobe Connect works best with Chrome, Internet Explorer 8 (or higher), or Firefox.
- Flash: The latest version of Flash Player works best. If you enter the AGM link and your Flash Player is outdated, you may be asked to update it. Consider updating to the most recent version or attempt to bypass this by clicking the black bar and choosing "Allow Once".
- Audio: Ensure your computer has speakers or you have a headset/earbuds in order to listen to the AGM. There is a chat box available for you to type in your questions.
- There will be an opportunity at the end of the AGM to ask questions verbally. A microphone will be needed. The moderator will unmute participants using his discretion. Please note that due to time constraints not all participants will have the opportunity to express their questions verbally.

#### **Joining the AGM on your Smart Phone/Tablet:**

- Install the Adobe Connect App onto your device. [iTunes](#) | [Google Play](#)
- Open the app and type the meeting link into the space provided.
- If it prompts you to choose member or guest, please select "guest".
- Type your first and last name into the "Name" box and click "Enter Room".

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