



# Annual General Meeting 2022

## Webinar Joining Information

**Wednesday 28 September 2022**

**10:30-12:30**

Thank you for registering to attend the ADA AGM 2022 which will be hosted online via Microsoft Teams. You will find below, helpful information about joining and participating in this online event.

If you have a question which is not answered here, please contact Heather Bailey on [heather.bailey@ada.org.uk](mailto:heather.bailey@ada.org.uk).

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### **JOINING THE ADA AGM ONLINE**

#### **What do I need to join the ADA AGM webinar?**

To join, you will need an internet-connected desktop computer, laptop, tablet or mobile device. Also, the Microsoft Teams Joining Link to this online meeting. You will also need to access a weblink to Slido for Q&A and to vote in the polls.

If you do not have a Microsoft Teams Account, when you click on 'Join the meeting' link you have the option to download the MS Teams App at <https://www.microsoft.com/en-gb/microsoft-teams/download-app>. Alternatively, you can join on a web browser, either Microsoft Edge or Google Chrome. Please enter your email address and full name that you used to register to attend.

To hear the audio, you will either need computer speakers, a headset or ear buds. For optimal meeting performance, a wired internet connection is recommended.

If the ADA AGM has not yet started when you join, you will get a message on screen to advise. Please wait in the lobby and you will be let in shortly before the meeting starts.

#### **How do I submit a question or vote in polls?**

We will be using Slido, an easy-to-use Q&A and polling platform to collect your questions, help facilitate the Q&A session and to register your votes in our polls. You are not required to create an account or download software. To access Slido, you will need to open a browser window on your desktop/phone or other device. Here is the link to the ADA AGM 2022 Slido – <https://app.sli.do/event/psjg9z8BHUbty3dyPkj76K> and if you are accessing direct from [www.slido.com](http://www.slido.com) the event code is: #ADA22 . For those who are unable to access Slido, questions or comments can be sent and AGM votes recorded via email to: [sofi.lloyd@ada.org.uk](mailto:sofi.lloyd@ada.org.uk).

#### **Do I need a Microsoft Teams account to join the ADA AGM?**

No. Attendees do not need their own Microsoft Teams account to join. You can join by clicking on the Teams Meeting Link that you received by email along with this Joining Information.

#### **Can I join the ADA AGM Webinar by telephone?**

Yes, although please bear in mind that you will not be able to view the presentations. Questions and votes can be recorded via email to: [sofi.lloyd@ada.org.uk](mailto:sofi.lloyd@ada.org.uk)



# Annual General Meeting 2022

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### **I am having connectivity issues, what can I do?**

Try joining the webinar by telephone, however it will be audio only and you will not be able to view the presentations. If you have access to email, you will be able to pose questions and vote in the polls as above. You will need the telephone number and the Phone Conference ID that you received with this Joining Information.

### **What time should I join?**

The AGM will open online 10 minutes before the welcome time in the agenda with the view to a prompt start, as detailed below.

#### **ADA ANNUAL GENERAL MEETING**

Opens 10:20 | Welcome 10:30

We recommend that you allow sufficient time prior to the AGM to get logged on to Microsoft Teams. When you join early you will be notified that you are in the lobby and will be admitted just before the proceedings start.

### **Will I be visible on video during the webinar?**

Only presenters or panellists will have their video on during the webinars. Attendees will not be visible.

### **I am having problems joining the ADA AGM what can I do?**

Please call the **ADA office** on **02476 992889** where one of the team will try to help. If technology does defeat you on the day, please be reassured that we will do our utmost to resolve.

### **Will the ADA AGM 2022 be recorded?**

Yes, the webinar will be recorded.

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## **PARTICIPATING IN THE ADA AGM**

### **I am having trouble hearing the presenter, what can I do?**

You can try clicking on the ellipsis (...) and select device setting and increase the computer audio on your device. As an alternative you could try dialling into the event(s).

### **How can I submit a question or comment during the online ADA AGM?**

There are a few ways to submit a question:

- 1) Use another device (e.g. mobile phone or tablet) in addition to the device that you are viewing the MS Teams webinar on. Log into Slido - <https://app.sli.do/event/psjg9z8BHUby3dyPkJ76K>. Select Q&A and you will be prompted to type your question.
- 2) In MS Teams chat function, the organiser will post the Slido weblink. This will open a new tab on your browser for you to access Q&A and Polling.
- 3) On your browser, you can go to [www.slido.com](http://www.slido.com) and enter the event code - **#ADA22** then you can type your question or comment in the Q&A section.



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### **Do I have to give my name when asking a question?**

You can submit questions anonymously on Slido. However, we would encourage you to indicate your name so that the Chair can ask the question on your behalf.

### **How do I vote for a question that I would like answered?**

As an attendee you can click the thumbs up icon in Slido to vote for another attendee's question. This will help us to put forward the most popular questions. Simply hover over the question you are interested in and select the thumbs up. On a mobile device, tap on the message and choose the thumbs up emoji.

### **Will I be able to unmute and verbally ask a question during the AGM?**

No, all questions should be asked via the Slido weblink sent with the Joining Information.

### **Can I access the slides after the event?**

Any presentation slides will be made available on the ADA website following the event.