

AOPA NZ 2025 - AGM - Remote zoom user notes

Hawera Airport - 1.30pm Saturday 8th March 2025

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AGM - Zoom - Quick start notes

Before you start

- If you do not have zoom installed, please install it
- Set your zoom name to your full name so you can be recognised by others
- If you are attending in a group of people set your name to ie "Steve Brown + 2"
- Turn on video
- Mute audio
- Got a Problem - Ring Ian 0274324150 till 12.30pm on the 8th , text during the meeting

These are the functions you need to know in the zoom AGM

- How to raise and lower your hand
- How to mute your audio
- You can practise these in the 12 to 12.30pm pre AGM time slot on Saturday 8th.

Meeting etiquette

- The Chairman passes the talking stick by inviting people to talk and one person talks at a time.
- Read the AGM run sheet (below). Some sections invite raised hands to talk, some do not.
- Please do not unmute yourself and just start talking. Stay muted until invited to talk.
- Raise your hand when you want to speak and wait for the host / chairman to respond
- The host / chairman will announce you, spotlight you and invite you to unmute, then you can speak. Your spotlighted screen will be the focused screen for all attendees and you will be the only one talking.
- When finished talking please say you are finished and mute yourself

If you have any questions you would like to ask during the meeting please email them to ian.sinclair@aopa.nz Subject AOPA NZ AGM Question.

Questions may be asked via zoom during the meeting

If you have any apologies please send them to member.service@aopa.nz

Zoom - AOPA NZ 2025 AGM - Test connect 12.00-12.30pm and AGM meeting 1.30pm

<https://us06web.zoom.us/j/85096226980?pwd=3W50HJ9uG9d9XInJZv6jG3hB0sgUiG.1>

Zoom meeting setup / explanation - Longer note

- The “Host” is the person running zoom. They will coordinate with the President who chairs the meeting to create the meeting flow.
- Transitions between speakers will take longer than in a face to face meeting.
- The President and Host will have live audio during the whole meeting

Zoom features that will be used to run the meeting

- Host “Mute all” (Self explanatory)
- Host “Spotlight” (Used to make one person the speaker and they are the focus screen on all meeting attendees, until the spotlight is removed)
- Host “Run a poll” (A poll appears on each attendee’s screen, they complete the poll. This feature may be used to vote on motions. The poll detail that appears on the attendees screen and may have a generic name like “Motion 10” rather than the full format motion wording in General Business)
- Host share screen (Allow host to show a document to everyone)
- Attendee “Raise Hand / Lower Hand” (Used by attendee’s to indicate the desire to speak. Raised hands will be dealt with one at a time by the host. Users will be “Spotlighted” before speaking, this feature invites them to unmute and talk)

Before the AGM - 12 - 12.30pm Saturday 8th March

- Attendees can log on to the meeting, same meeting ID as published for the AGM, to check any setup questions they have
- Phone support available on 0274324150
- Testing of these features available
 - Video and sound working
 - Raise hand
 - Answer poll (Requires host action)
 - Mute / Unmute
 - Spotlight (Requires host action)
- Attendees can log on to test connection, when done log off and the log back into the same meeting ID later

How the meeting will run from 1.30pm Saturday 8th March

Participants will log on to the AGM from 12pm noon onwards by clicking on the link for zoom and it will be possible to freely talk until the meeting starts at 1.30pm

Once the meeting commences the meeting host will “Mute” everyone. Video remains on.

The host will “spotlight” the President and other speakers as required

The following run sheet will be used

Full meeting invite

AOPA NZ Zooms host is inviting you to a scheduled Zoom meeting.

Topic: AOPA NZ - AGM Hawera 8th March 2025

Time: Mar 8, 2025 12:00 Auckland, Wellington

Join Zoom Meeting

<https://us06web.zoom.us/j/85096226980?pwd=3W50HJ9uG9d9XInJZv6jG3hB0sgUiG.1>

Meeting ID: 850 9622 6980

Passcode: 911180

One tap mobile

+6498846780,,85096226980#,,,,*911180# New Zealand

+6436590603,,85096226980#,,,,*911180# New Zealand

Dial by your location

• +64 9 884 6780 New Zealand

• +64 3 659 0603 New Zealand

• +64 4 886 0026 New Zealand

Meeting ID: 850 9622 6980

Passcode: 911180

Find your local number: <https://us06web.zoom.us/j/kdhTtSr2oG>