

## **VDA Virtual Business Meeting/HOD Panelists Instruction Guide – 2020**

1. The 2020 VDA Annual Business Meeting and House of Delegates will be a virtual Zoom webinar platform. Please have this application downloaded and ready for the practice session on September 12<sup>th</sup>, 2020 at 9:00 am. The Speaker has made this practice mandatory due to the new meeting structure. Instructions to download the Zoom webinar are at the end bottom of this document. Login issues, call the VDA main number at (804) 288-5750.
2. All members of the Association in good standing are invited to attend the VDA Zoom Meeting to include the Opening Session, Business Meeting, and House of Delegates. Members wishing to observe the House of Delegates meeting will not be allowed to address the delegation without direct approval of the Speaker.
3. As a Panelist, you will receive a personalized Zoom meeting request sent by the ADA. You will also receive a reminder the day before and an hour prior to the Practice Session. This is an email only for your use – PLEASE DO NOT SHARE. After the Session, you will receive another personalized Zoom meeting request for Saturday, September 26.
4. At the beginning of the meeting, all Delegates and voting members will be sent an email link to a survey; this survey will serve as the credentialing check-in for the meeting. We will be requesting you enter your first and last name and component name and number.
  - a. This will be demonstrated during our practice session.
  - b. It is VITAL the VDA is provided your personal email address that you can access from your personal computer or phone as this is how we will credential Delegates and vote during the meeting.**
5. All Delegates will be muted during the House of Delegates virtual meeting and will be selectively unmuted at the direction of the Speaker. A Delegate may address the House of Delegates by using the Q&A feature which can be found at the bottom of your Zoom dashboard. Simple enter your name and the topic you wish to address.
6. Ballot voting through the use of an emailed survey from the ADA. The survey will be emailed at the time of each vote to each Delegate's and voting member's personal email address. Again, it is vital that each Delegate provide the VDA with the preferred email address prior to the HOD session.
7. To ask a question or comment, click on the Zoom Q&A feature by stating your name and component number and when applicable note when you are speaking in pro or con. A member of the VDA staff will be managing the que and notify the Speaker if any member wishes to be recognized.

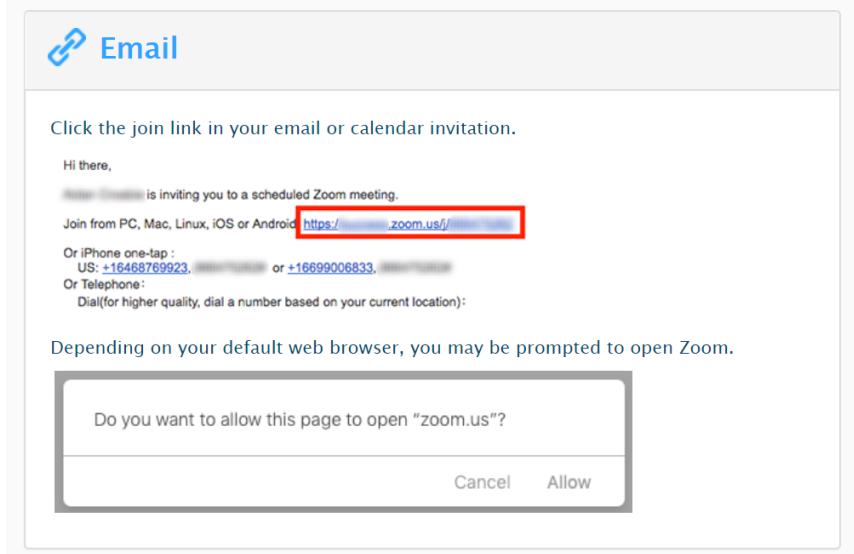
## Joining a Zoom Webinar as an Audience Member

Below is an outline of how to join a webinar in two different ways:

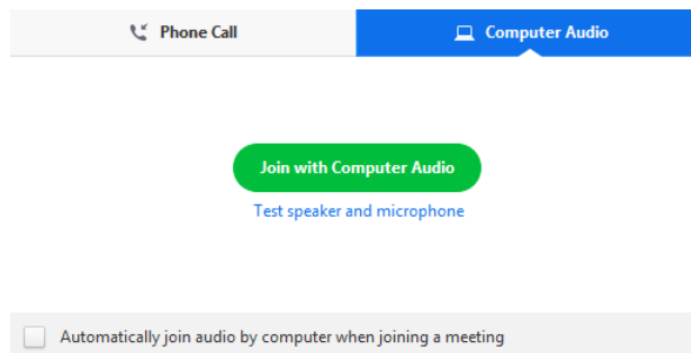
1. [Joining via computer](#)
2. [Joining via smartphone/tablet](#)

### Joining via computer:

Locate your reminder email and click on the link that says Join from Pc, Mac, iOS, or Android Your web browser will then open and you will see a prompt asking “Do you want to allow this page to open ‘zoom.us’?” Click Allow (see example image below)



Once you click Allow, you might see a popup stating that the meeting is scheduled to start on (selected date) at (selected time). If you see this, then you are in the correct spot. Once the meeting has begun, you will then be asked to join either via computer audio or phone call. We highly recommend joining via computer audio. At this point, you can also test your computer speaker and microphone to see if they are working. (See image below)



While you are in the meeting, your line will automatically muted during the whole meeting. To ask a question, use the Q&A feature which can be found at the bottom of your Zoom dashboard.

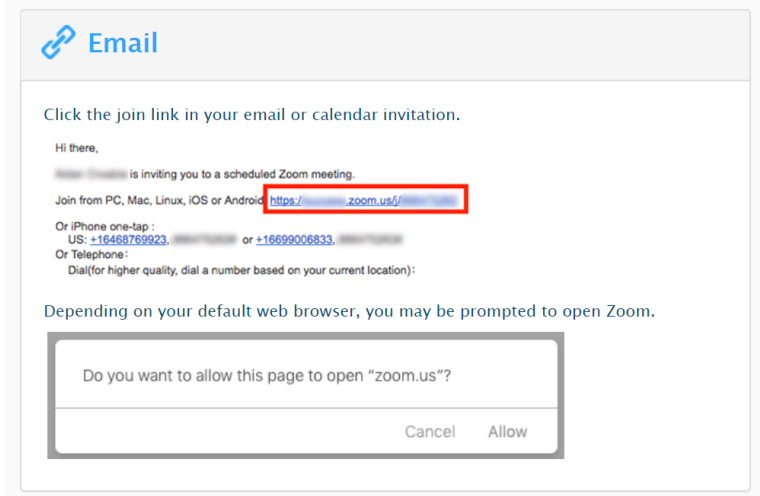


## Joining via smartphone/tablet

Download the Zoom mobile app

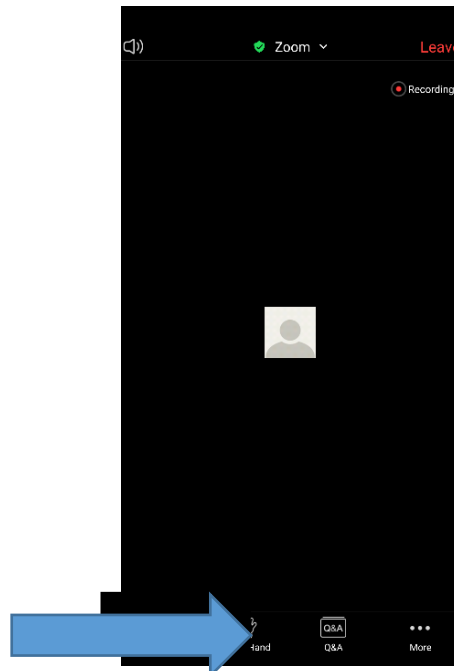
- [iOS](#)
- [Andorid](#)

Open the email invitation reminder on your phone and click the URL the is listed new to “Join from PC, MAC, Linux, iOS or Android (see example image below)



Next, you might see a screen that tells you “The meeting is scheduled to begin (selected date) at (selected time)”. If you see this screen, you are in the correct place.

Once you are in the webinar you line is automatically muted. If you have questions or comments during the webinar, please use the Q&A funtion. This can be found by tapping once on your screen to activate the Zoom dashboard.

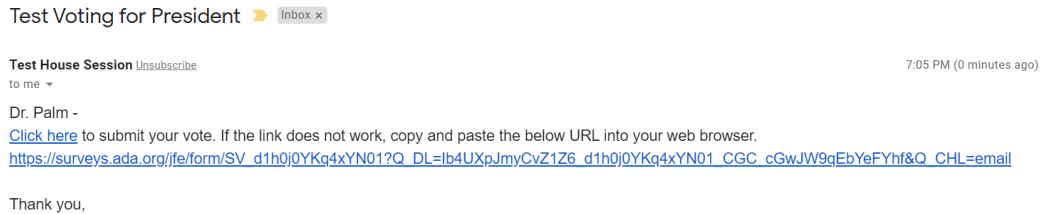


## Instructions for Using the Qualtrics Survey Tool to Vote (For Delegates and Voting Members Only)

- In order to vote, you will need to have your email open and ready on your computer, cell phone or tablet.
- You will be receiving a separate email for each vote which will be sent to you at the appropriate time on the agenda. (There will be an allotted time that each vote will be open.)
- The email will come from: [XXX@ada.org](mailto:XXX@ada.org) with the Subject line of House of Delegates + the Name of the vote:
  - Subject: House of Delegates: President
  - Subject: House of Delegates: Resolution XYZ

Below is an example of what the email will look like

**Gmail** (note if you have a Gmail account, the email it may show up under Promotions):



Once you click the **Click here** link you will be taken to a page similar to the one below

### Web Browser View:

The screenshot shows a web browser view of the ADA voting survey. The header features the ADA logo and the text "ADA American Dental Association®" and "America's leading advocate for oral health". Below this, the word "President:" is displayed. There are four input fields: "Nominee 1", "Nominee 2", "Abstain", and "Motion from the floor (enter you name and your nominee)". A blue arrow button is located at the bottom right of the form.

### Mobile view:

The screenshot shows a mobile view of the ADA voting survey. The header features the ADA logo and the text "ADA American Dental Association®" and "America's leading advocate for oral health". Below this, the word "President:" is displayed. There are four input fields: "Nominee 1", "Nominee 2", "Abstain", and "Motion from the floor (enter you name and your nominee)". A blue arrow button is located at the bottom right of the form. At the very bottom, there is a small footer that says "Powered by Qualtrics, LLC".

When you have clicked your choice, [click the blue button to submit your vote](#).

If you do not receive an email for to vote, contact Lynn Wisman, [wisman@vadental.org](mailto:wisman@vadental.org). If the email is correct, we will send you a link for only your use via Zoom.