

Hi!

You have registered for our (online) AGM, happening on Monday, March 30th, from 2-4pm. That's in 4 days!

This email contains information on how to participate, what to expect, your membership, how to use Zoom, accessibility, and tech problems.

How to Participate

We are using Zoom for our AGM. This is the link to join our AGM: [LINK](#)

For information on using Zoom, scroll down to "Using Zoom", at the bottom of this email (for beginners and more advanced users alike)! Before you join COCo's virtual AGM, here are a few things to note:

- **Test your connection.** It's always a good idea to test the link and your equipment beforehand. You can already go ahead and check if it works for you by clicking on the meeting link. If a Zoom window that tells you that "*COCo's AGM is scheduled for 30 March at 2 PM*" pops up, you are good to go. While you're there, you can also check your audio and video connections.
- **Sign in early!** We will be there at least 30 minutes beforehand, and can help troubleshoot any tech issues you might be having before we start. You will arrive in the waiting room, which serves as a sort of registration desk for us.
- **Camera & microphone.** Once you are in the main room, your camera and microphone will be turned off by default. If you feel like it, turn your camera on so others can see you.

Scroll down to the bottom of this email for additional information about special controls on zoom, accessibility information, and what to do if you are having technical problems.

What to Expect

- The agenda for our meeting is attached to this email; check it out!
- After we finish the formal AGM, we'll have some time for discussion and questions about the situation in general, so stick around for that if you want to!
- The minutes from last year's AGM, which we need to approve, are also attached, as are our bylaws, including the changes we want to make at this year's AGM
- Our Annual Report

Next week, we'll also share with you our audited financial statements !

Your Membership

Lastly, and this is important: please know that **you are a member of COCo**. This means you can vote at our AGM.

*OR /// Lastly, and this is important: please know that **you are not yet a member of COCo**. This means you cannot vote during the AGM. If you want to be a member, you need to sign up here, for next year!*

Looking forward to seeing your faces and hearing your voices;

The COCo Team

Using Zoom

In order to participate in a Zoom meeting, it is recommended to use a computer with speakers/headphones and a microphone, and - if you would like others to be able to see you as well - a camera. If you do not have a microphone, you can still participate via the chat in Zoom.

If you're connecting to a Zoom meeting for the first time on a computer, you will be asked to download and install the Zoom client. The download should start automatically and you will be asked to confirm. Once the download is finished, install the software on your computer. If you are using a Mac and having trouble installing it, check out this support page: [How to install on Mac](#).

If you're unable to install the client, you will have the possibility to join the Zoom meeting from your browser, albeit with limited functionalities.

If you've already got Zoom installed, a small pop-up will appear asking "Open zoom.us?" Click Open to be connected to the meeting.

If you want to learn more about controls in a Zoom meeting, check out these support pages:

- [Attendee Controls in a Zoom meeting](#)
- [How do I change the video layout](#) (Layout when screensharing is the relevant section for our AGM!)

It's good practice to keep your microphone muted while you are not speaking. This is to filter out background noises.

Accessibility

We are still new to Zoom specifically and hosting online meetings in general. This unfortunately also means we don't have accessibility questions all figured out. What we can at this point offer upon request is live closed captioning during the meeting by a lay person. Please send an email to micheles@coco-net.org as possible if you would like to request closed captioning.

In case of technical problems

If you have technical questions **before** the AGM, you can contact micheles@coco-net.org or parkerm@coco-net.org and we will try to assist you with this.

If you have technical problems **during** the AGM, please send a text message to or call 514 594 3254.