Guidance to Members on Using Hopin

This updated guidance replaces the guidance previously issued as Hopin has now changed its registration procedures and we are now going to use Zoom to enable delegates to speak at AGM.

Before AGM – The Registration Process

All delegates, kindred guests, staff and press will have received an email from Hopin asking them to register for the EIS 175th AGM on Hopin -   Please "Accept Registration". If you cannot find your Hopin registration email for the AGM then please email Lucy Murray; LMurray@eis.org.uk (Please check your spam and junk folders first).

After clicking "Accept Registration" on your registration email you will be directed to a page to accept Hopin's Terms & Conditions (as shown below).

Once you accept and hit continue, you are directed straight to the AGM Hopin page. PLEASE KEEP THE ORIGINAL REGISTRATION EMAIL TO HAND SO THAT YOU CAN USE IT TO ACCESS THE AGM.

Whilst you can decline the invitation and remove your data from Hopin on the link shown in red above, this will mean that you are unable to attend the AGM as a delegate.

You may choose to create a Hopin account but it is not essential to attend AGM, as long as you accept the T&C's of Hopin and keep the registration invitation email to hand to enter the AGM next week. If you want to set up a Hopin account you can do so here and click on 'Create an Account'.

On the Day of AGM

With around 400 people attending AGM and logging in for the first time at the same time, there may be a few issues. **We suggest that you log in to the AGM at 8.30am on Thursday, 10th June using the link in your original registration email.**

This will also allow delegates time to familiarise themselves with the platform and there will be online 'support' where CameronLive staff will be able to support delegates.

Delegates with a problem accessing the AGM should email CameronLive at: digitalstudio@wearecameron.com

Entering Hopin

When you enter the AGM Hopin page for the first time, you will be placed on the 'Reception' page. You should then click on the 'Stage' icon in order to move to the 'Stage' area for all AGM sessions.
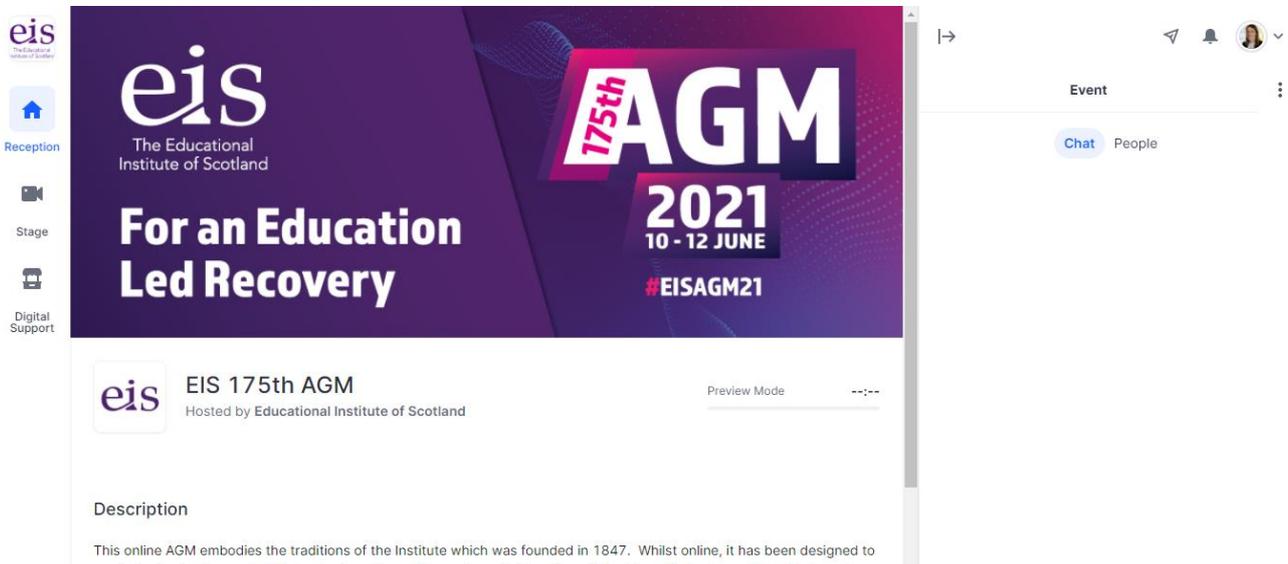
'Hopin' is best accessed with Chrome or Firefox (on PCs or Android tablets) or Safari (for iOS).

The "chat" will be on the right, as well as a list of other people present.

If you are speaking from the floor during AGM then you will need to move between "Stage" and the "Reception", using the buttons on the left-hand side menu.

How do I speak at AGM?

This AGM has been designed to allow any delegate to speak to any motion/amendment or raise a Point of Order at any time. If you wish to speak to any motion/amendment or raise a Point of Order, you must email the Standing Orders Table standingorderstable@eis.org.uk Please do not seek to rely on any other means of communication such as the chat function.

When you email the Standing Orders Table then you must state whether you are moving, seconding, speaking in favour or against the motion/amendment.

The role of the Standing Orders Table is simply to move you to the virtual "green room" for the President to call you to speak during a business session. Delegates cannot speak directly to the AGM on Hopin without first going through the "green room".

In reality, the Standing Orders Table will share a **Zoom link** to each delegate that requests to speak. The delegate will join a Zoom session together with other delegates that have requested to speak. CameronLive, in liaison with the Standing Orders Table, will then share your audio and video to the "Stage" to speak.

You do not need a Zoom account to be able to access the Zoom AGM green room.

When you enter into the Zoom meeting – our AGM green room - you will need to leave the Hopin AGM "Stage" to go into the Hopin reception area (to prevent audio feedback). In the Zoom green room, there will be a feed showing the AGM. You will therefore not miss any of the debate that you will be contributing to.

When it is your turn to speak, you will be asked to unmute your microphone in Zoom, which you will need to do before speaking.

After you have spoken at AGM, you will leave the Zoom green room and return to the AGM "Stage" of Hopin.

Timer when Speaking

All speakers to motions and amendments that enter the "Stage" to speak via Zoom will have a timer that they can see to help them. The President and some staff will also see the timer.

Hopin's Chat Function

Hopin's Reception and Stage areas both have chat functions for delegates to "chat". The "chat" (including the poster's name) will be visible to all delegates, staff, kindred guests and the press. The chat will not be monitored nor moderated by EIS staff nor CameronLive staff.

Please do not use it to communicate directly to EIS staff or with the EIS President. The chat is not a substitute for the debate and should not be used to make points regarding the debate. It is meant to be an informal communication tool between delegates, acknowledging that delegates will be watching their screens for 2 ½ days at AGM.

Is the AGM Recorded?

Yes, AGM is recorded as some speeches will be uploaded to the EIS website. If you do not wish your speech to be uploaded to our website then please advise Lucy Murray of this: lmurray@eis.org.uk.

Is the AGM live-streamed to Facebook?

Yes, the AGM will be live-streamed to the EIS account on Facebook. Facebook users will be able to hear the full debate live online but they will not be able to see any of the chat made on 'Hopin' by delegates.

How will I vote at AGM?

The President cannot "see" delegates on the 'Hopin' platform and therefore all voting will have to be done within the Hopin platform using Slido. In effect, online voting will replace a 'show of hands' voting.

Scrutineers will have access to Slido to scrutinise the voting, including checking that only delegates voted.