# 2022 CTC Annual Meeting Instructions & FAQ

Meeting Instructions:

1) By 3PM on Tuesday, May 31st you'll receive an email from CTC with information on how to join the meeting as well as attachments related to the meeting. (Be sure to check your Junk and/or SPAM folders!)

2) On Wednesday, June 1st at 11AM (or any time after 10:30AM), open that email and click on the link that says "JOIN ANNUAL MEETING".

3) This will open a window in your internet browser. You will probably see another small window asking you to enter your name and email address. Please do this so we know who is participating in the meeting. Click "Join Webinar".
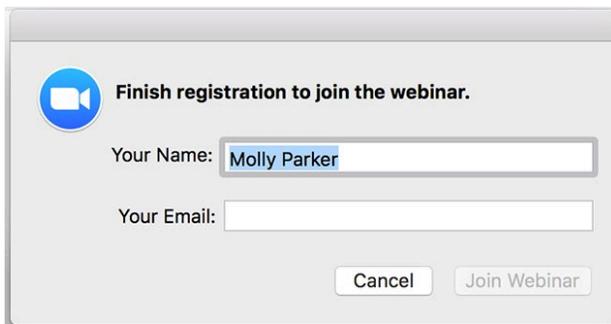
4) You will automatically join the meeting. If you join before 11AM, you should see photos and information related to CTC and hear music playing. If you join after 11AM, you should see presentation materials and hear someone speaking.

5) During the meeting there will be opportunities to make a motion. If you wish to make a motion, simply click the "Reactions" button on the bottom of your screen, then click "Raise Hand". After the motion is made, all participants will be asked to vote. A poll will appear on your screen and you will be able to click "Yes" or "No".

6) When the meeting is over, it will automatically close/end. You will not need to do anything.

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Frequently Asked Questions:

What is Zoom and why is CTC using this?

Zoom is an online software that enables organizations of all sizes to easily conduct large online events with video, audio, and screen sharing. It is a cost-effective way to conduct meetings and trainings that allows many people to participate, no matter where they are located. All they need is internet! To learn more about Zoom visit www.zoom.com.

Due to health and safety concerns related to the COVID-19 pandemic and allow for all of our members to participate from any location, the CTC Board of Directors decided to change the format of the annual meeting and hold it virtually, instead of in-person.

What kind of device do I need to use for the meeting?

We recommend that you use a laptop, desktop computer, or tablet to join the online meeting. If you are only calling in and not clicking on the link in the email, you will only be able to hear the presenters and not see the presentations.

Do I need to download an app or create an account before the meeting?

No. Meeting attendees will not have to download anything and they do not need their own Zoom account to join the meeting. However, if you already have the Zoom app downloaded and/or wish to use that, the meeting's audio and visual may be higher quality.

Is there a password to join the meeting?

No. There is no password to join the meeting. Simply click the link that will be provided in the May 31st email.

Will I need to do anything during the meeting?

No. All you have to do is listen and watch the presentation! You will automatically join the meeting in listen-only mode. The only times you will be asked to participate are when motions are requested and voting takes place. Instructions on how to do these things will be shared during the meeting.

What if I can't hear what's being said?

If you join by clicking the link in the email, you should automatically be connected to the audio and hear what's being played/said. Be sure the volume on your computer phone or tablet is not

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muted or on "silent mode". Turn the volume up to a comfortable level ahead of joining the meeting. Using headphones may make it easier to hear.

If you still can't hear anything, call one of the phone numbers that was provided in the May 31st email. Then you will be able to watch the meeting on your computer/laptop and listen to it on your phone.

What if nothing comes up on my screen after I click the link? Or what if I can't see the presentations or videos of the presenters?

If nothing comes up on your screen and it doesn't seem like you're "in" the meeting, close out of all other programs and applications on your device, except for your email account. Click on the link again in the email and follow any instructions that might appear.

Can I ask questions during the meeting?

If you have a question that pertains to the meeting content, please use the Q&A feature on the bottom of the screen to type in your question. CTC staff will be monitoring this throughout the meeting and will answer any questions you might have.

If you have technical questions or are having trouble seeing or hearing the presentation, please call our support team at 218-454-1234.

Do I need a camera on my computer?

No. There will be no video showing of you and you will not be required to use the camera on your device.

Will there be door prizes, like at the in-person meeting?

By RSVPing for the meeting, you will automatically be entered into a drawing to receive some fun prizes! Winners will be announced at the end of the meeting.

What if I have technical issues during the meeting?

Our support team will be available to help you. They can be reached at 218-454-1234.

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