



ISLINGTON

EXECUTIVE

30 April 2020

GUIDANCE ON USING ZOOM



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Participating in an Islington Council virtual committee meeting using Zoom

Welcome to this guide to using Zoom to view, or participate in, a virtual committee meeting.

In this very difficult and challenging time, we are doing what we can to enable local democracy and decision making to continue and to remain accountable to our residents, but please remember that committee meetings are formal council meetings of elected representatives being held in public, rather than public meetings.

The Chair of the meeting retains their authority to manage who is able to speak and actively participate in the meeting, just as they would if this was a meeting held in person and we ask you to respect their instructions.

How to access Zoom:

1. Copy and paste the link in the meeting location in the committee meeting page on the council's website into your browser.
2. Use the automatic link in the agenda for the meeting.

The link will take you to the Zoom home page where you can follow the instructions to download Zoom. This is free and will allow you to access the meeting.

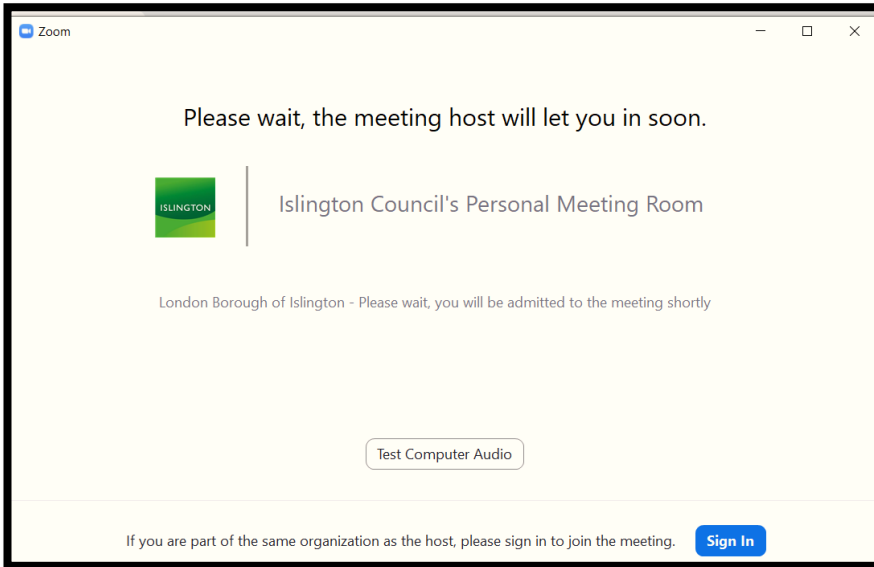
How to join the meeting:

Zoom may ask you for the meeting ID. If required, it is on the meeting page on the council's democracy website. This page will vary depending upon which meeting you are attending, but can be found under the committee heading on the list on this page:

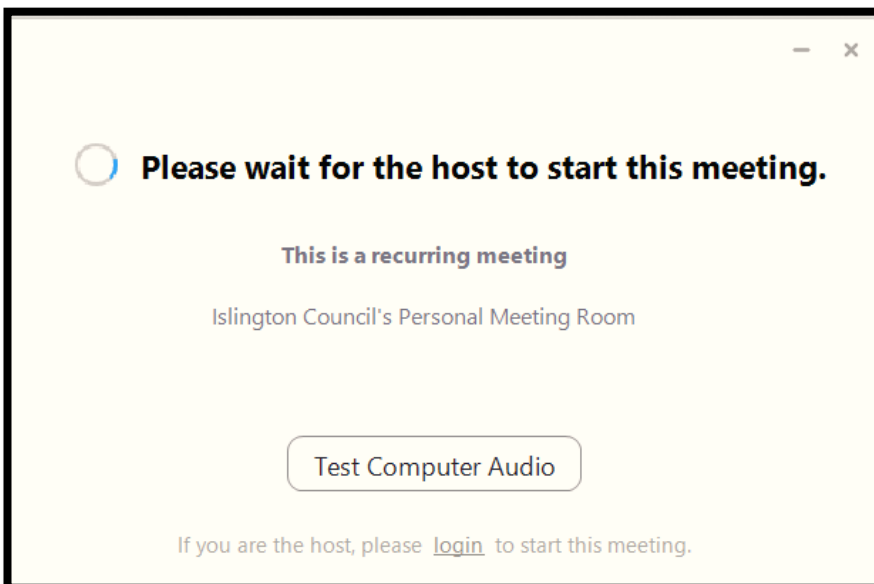
<https://democracy.islington.gov.uk/ieDocHome.aspx?bcr=1>

Zoom will ask you to test both your computer's audio and video as you connect to the meeting. Please do both of these, following the instructions, as you will need to join the meeting with both audio and video on, to be able to see and hear the meeting. If you are joining the meeting with an audio only device, you will still be able to hear and speak, if appropriate. You will also be given the opportunity to enter your name, which will be visible to the meeting participants.

Once you have joined the meeting, you will see the following screen. Please be patient and you will be connected through to the live meeting shortly:



If you have joined the meeting early you will see the following page. You will be connected through to the meeting once it starts:



Once you are able to view and hear the meeting, please follow any instructions from the Chair or the meeting clerk.

Meeting disruption:

Please note that the meeting will be managed and video / audio links will be disconnected if necessary to ensure that the meeting can proceed. Just as at a meeting in person, the Chair of the meeting has the authority to ask members of the public to cease inappropriate behaviour and to adjourn the meeting entirely if necessary.