

IMPORTANT INFORMATION FOR DELEGATES AND GUESTS ATTENDING SYNOD 2021

NOTE: ZOOM INVITATION LINKS WILL BE SENT TO YOUR INCUMBENTS FOR SHARING. IF YOU HAVE NOT RECEIVED THEM BY WEDNESDAY, SEPTEMBER 15TH, PLEASE BE IN TOUCH WITH YOUR INCUMBENT!!!

Zoom Version

It is recommended that you ensure your computer is running the latest version of Zoom prior to participating in Synod next week. The newest version was released in June –
June 21, 2021 version 5.7.0

REGISTRATION - Appearance of Name on Zoom

To support the work of our Credentials and Elections Committees, it is imperative that, when you log into Zoom as a delegate for our upcoming Synod, your name must appear as it does on the Synod Delegate list. We ask that you ensure your name is entered along with your parish name and Deanery (abbreviated).

i.e. Jane Smith, Tackaberry Church, TBNS

Once the Credentials Committee has verified your name as a delegate or a guest, you will be allowed to join the meeting and they will let you out of the “waiting room” into the Zoom Room!

How to change your name on Zoom during a meeting

1. Select Participants, located in the bottom toolbar of the meeting window. Click or tap "Participants." ...
2. Hover over your name and select More (desktop), or tap your name (mobile).
3. Click or tap Rename. ...
4. Enter your desired name and click Rename (desktop) or Done (mobile).

Alternatively...

If you hover your cursor in the top right-hand corner of your picture frame, you will see a small blue box with dots. Click on it and an option to “Rename” will appear. Choose that option and change your name accordingly ensuring you add your parish and deanery.

Group Settings

If you are meeting in a group setting in your parish, we will need for you to enable your video and identify each member of your group by name according to the Synod Delegate list.

Worship

Worship resources for all services will be posted on the Diocesan website under [Synod Notes](#) by Monday, September 13th. Please ensure you have the materials available (either printed or electronically) to participate in all worship services during Synod.

Technical Support

If you are experiencing a technical issue during Synod, please connect with Alison Weir at [705-941-1420](tel:705-941-1420). She will be at Zion Lutheran where the officers of Synod are gathering with our technical support team from Echotechnology. She or the tech team should be able to assist with most issues.

Mute your Mic!

When participants join the Zoom Synod, your mics will be automatically muted. This will prevent unnecessary background noise and disruption for any of our speakers. If you wish to “come to the mic” as it were, please raise your hand via “reactions”/”raise hand” or raise your physical hand to be noticed.

If you are utilizing the phone in option to join the meeting, please refer to the information below to mute your phone and/or raise your hand. You will be asked to identify yourself for purposes of credentials verification.

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

1. *6 - Toggle mute/unmute.
2. *9 - Raise hand.

Voting on Motions

When motions are up for discussion, they will be shown on the screen. To vote for a motion, we ask that you raise your physical hand when the question is posed and keep it raised until the chair indicates the results of the vote. Again, if you are utilizing the phone in option, refer to the above instructions to raise your hand.

Electoral Process

We will be utilizing an electoral voting application for our elections. The information about this process will be shared in a separate document, also under Synod Notes, on the Diocesan website early next week. If you have provided an e-mail address, the appropriate links will be sent to your e-mail. If you are connecting by phone, a dedicated telephone number will be provided for you to call to cast your vote.

Chat Room

You will notice that a chat room is available throughout Synod. It may be accessed through the link at the bottom of your screen. Our Diocesan Archdeacon, Jay Koyle, will be monitoring the chat room and will respond to questions as he is able or refer your questions/comments to someone in our group at Zion who is able to respond.