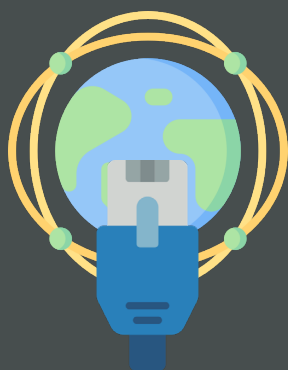# LUMI HYBRID MEETING

Guide for participants

The following pages will explain the basic features of the Lumi online platform with Zoom integration.

You will be able to vote, participate in the meeting and view documents and presentations.

LUMI

VIRTUAL ATTENDEES:
REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM

Good internet connection - Preferably hardwired

A computer with the latest version of Chrome, Edge or Firefox.

Microphone & speakers (if not built into your laptop already)

Your authentication details received from USA Swimming (8-digit code and password)

Mobile devices and other browsers are not supported for virtual attendees.
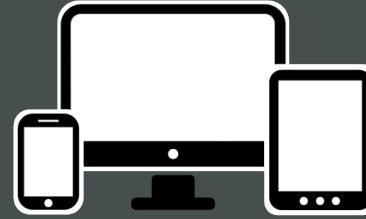
LUMI

IN PERSON ATTENDEES:
REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM

Internet will be provided in the meeting room

In person attendee will be required to provide their own voting devices for voting in the meeting room.

Clickers will not be provided.

Any device that can access the internet: Mobile Phone, Tablet, iPads or Laptop.

Any internet web browser other than Internet Explorer will work.

LUMI

ALL ATTENDEES:
CONNECTING TO THE VIRTUAL MEETING PLATFORM

#1. CONNECT:

Click on the link you have received in your USA Swimming Email
https://web.lumimeet.com/201712575
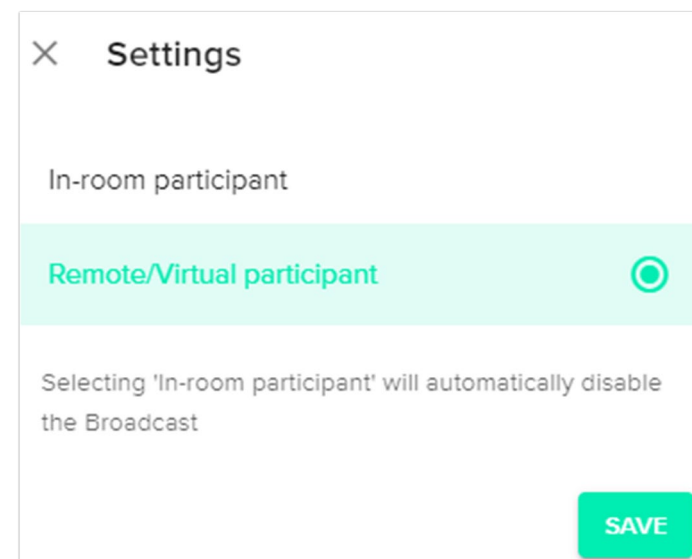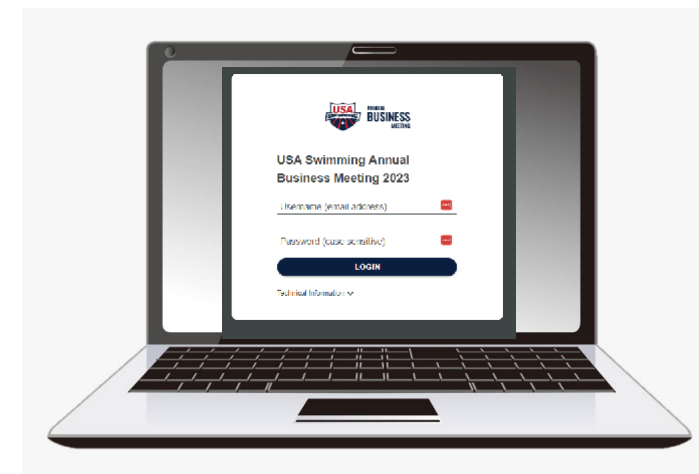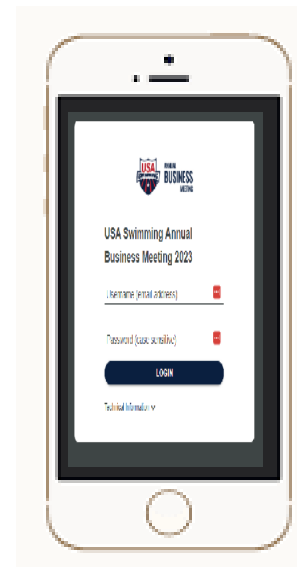
Or scan the QR code in the room or below

#2. LOG IN:

Log In by entering your credentials.

Username:
Unique 8-digit code provided by USA Swimming

Password:
USASABM2024
(case sensitive)

Select whether you are an in-room or a remote/virtual participant.

X Settings

In-room participant

Remote/Virtual participant   ⊙

Selecting 'In-room participant' will automatically disable the Broadcast

SAVE

LUMI

VIRTUAL ATTENDEES:
CONNECTING TO THE ZOOM MEETING INSIDE THE PLATFORM

After logging into the Lumi Virtual Meeting platform, you must click on the blue JOIN button to join the Zoom meeting inside the platform. [1]

Once logged in to Zoom, your browser will request permission to access your microphone and camera.
Please **allow** it to be able to engage during the meeting. [2]

After you've clicked Allow, you will then be able to click your audio choice. Click **JOIN** to use your computer speakers and microphone or click CALL to dial in by telephone.
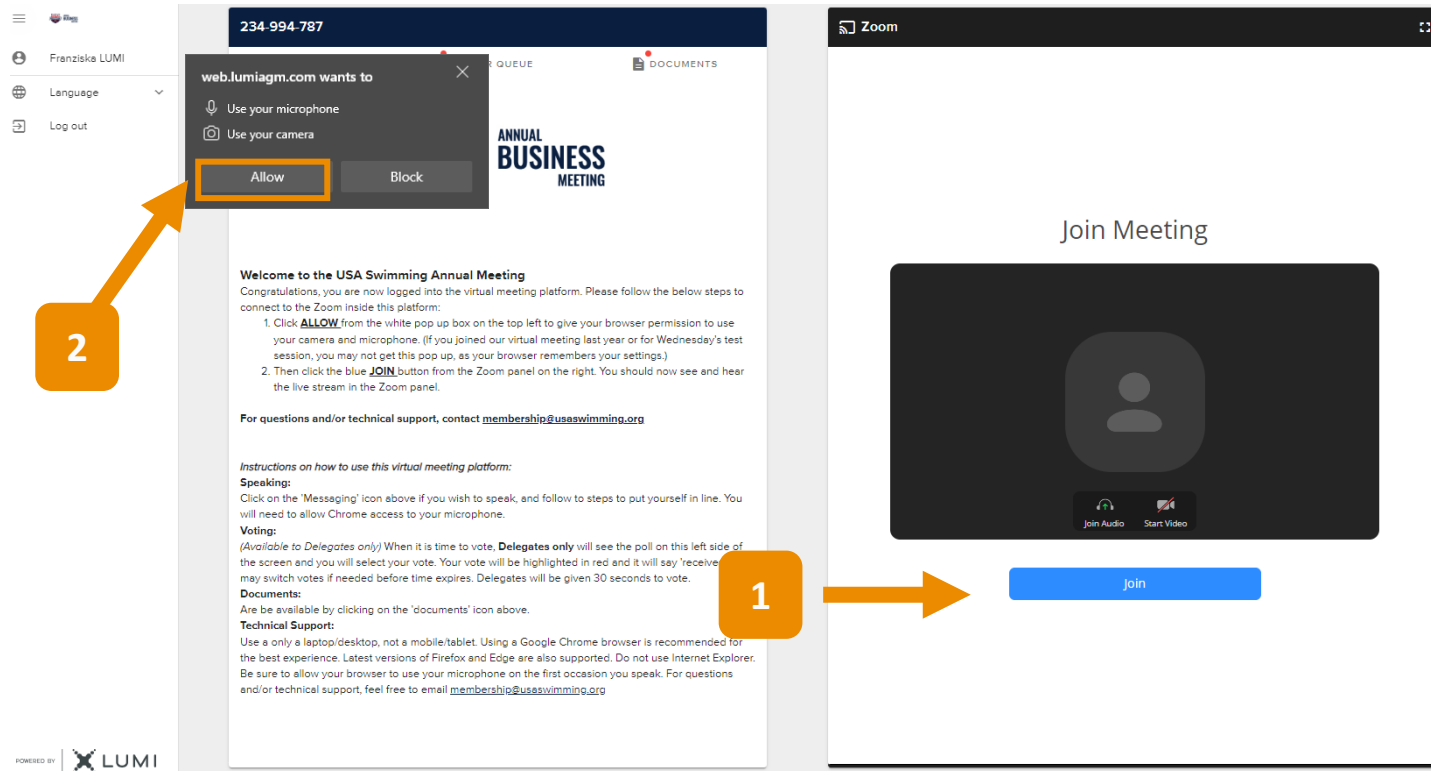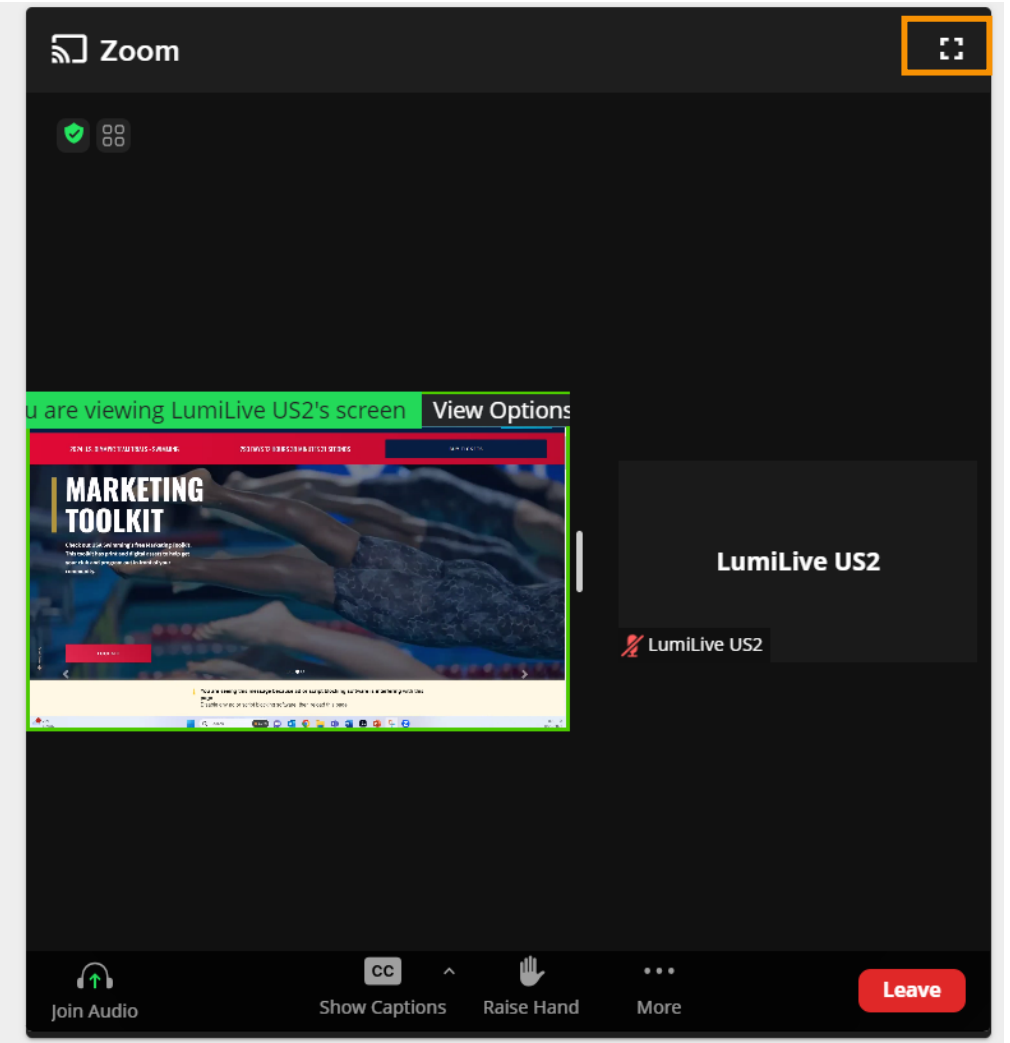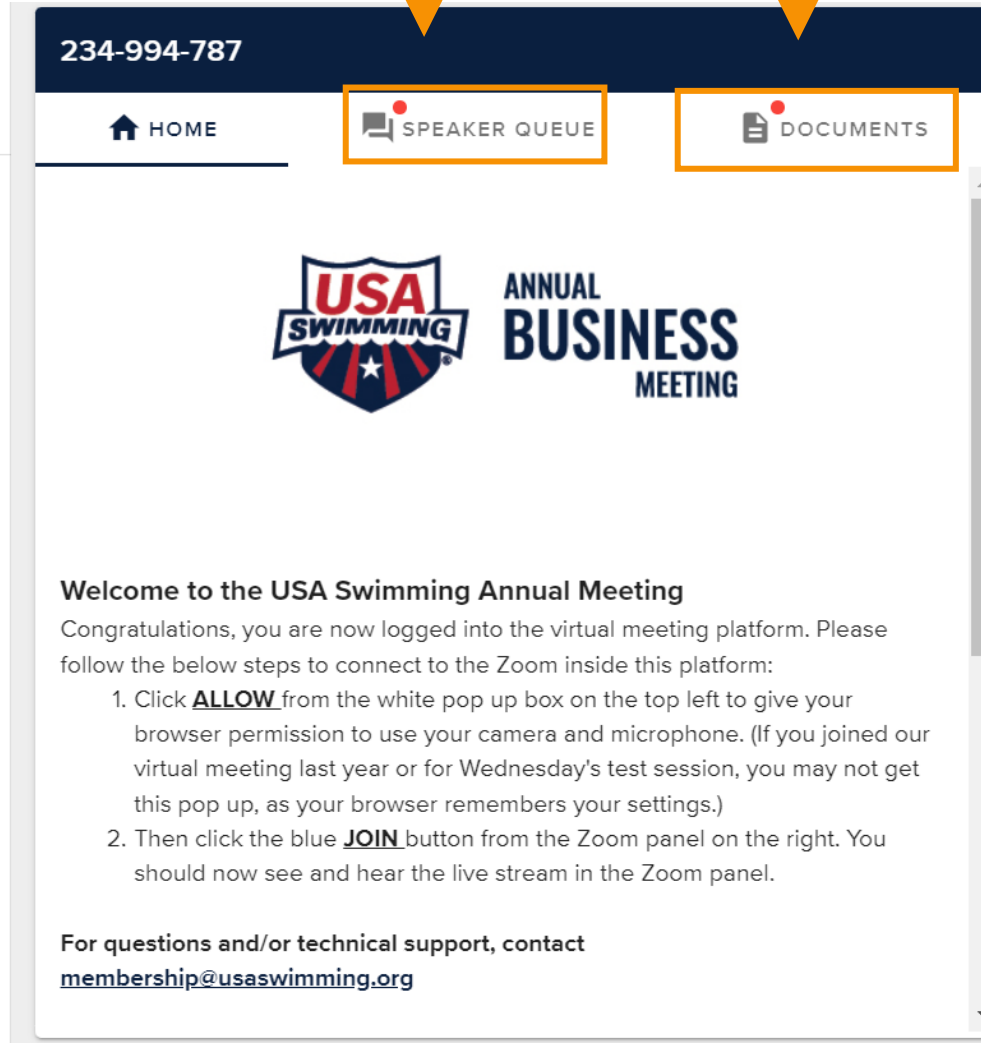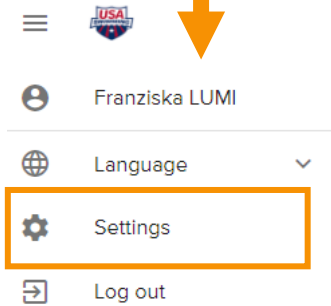

LUMI

PLATFORM FEATURES

Settings
(switch from in-room to virtual and vice versa)

Queue to speak

View Documents

Change the Zoom to fullscreen

VIRTUAL ATTENDEES: TO SPEAK

Use the Lumi platform **speaking queue** feature
to let the moderator know why you want to speak.

The possible actions are listed on the info page.

A message will confirm we have received your request.

When it's your turn to speak, the host will ask
to unmute your microphone.

Click "**Unmute**" to activate your microphone.

Identify yourself before speaking. If your microphone isn't working, make sure to select the right device using the arrow next to the mute icon.

You can mute yourself when you are finished speaking.
The host will disable your mic when your comments are over.

- PULL (and the item number) = Pull an item
- PRO = speak for a motion
- CON = speak against a motion
- AMEND = make an amendment
- CALL = move the previous question
- OBJECT = raise an objection
- POINT = point of order
- QUESTION = request information
- SECOND = second a motion
- REMOVE = be removed from speaking
- Motion to postpone to a definite time or indefinitely
- Motion to Commit (back to the Board or the individual task force)
- Motion to table (pause discussion until later point in meeting)
- Motion to split question (consider question by sentence, paragraph, etc.)
- Motion to reconsider

Unmute

The host would like you to unmute

Unmute   Stay Muted
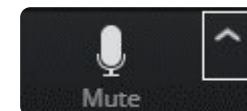
LUMI

IN PERSON ATTENDEES: TO SPEAK

Use the Lumi platform **speaking queue** feature
to let the moderator know why you want to speak.

SPEAKING QUEUE

The possible actions are listed on the info page.

A message will confirm we have received your request.

Make your way to one of the microphones to be ready when the chair calls on you and it is your turn to speak.

LUMI

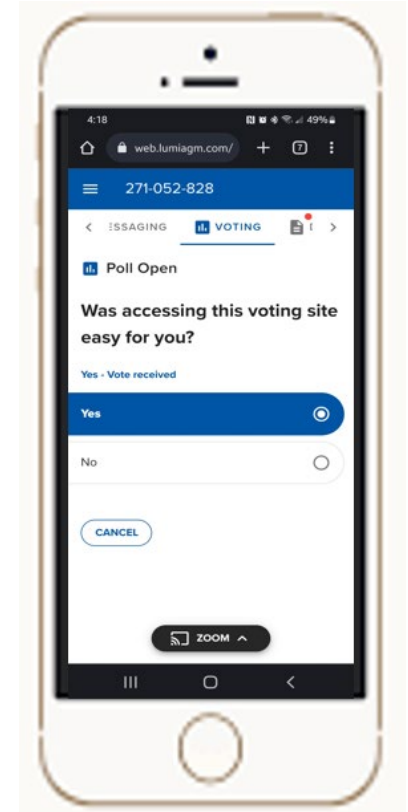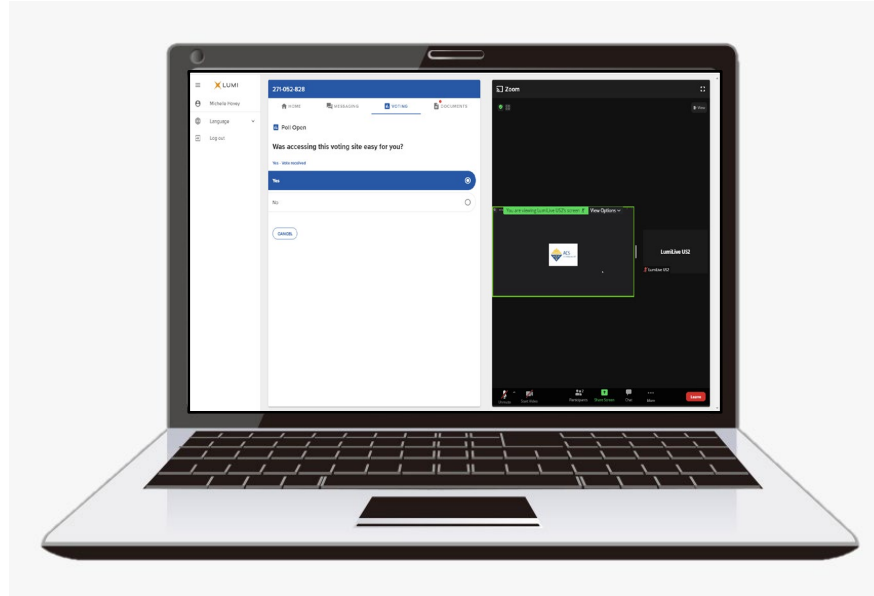# ALL ATTENDEES: VOTING in General Session

When a vote is called, a poll will pop-up on the Lumi platform.

The vote and voting choices will be displayed.

After you make your selection, a confirmation message will appear.

The Chair will close the vote and it will disappear from your screen.

The results will then be displayed.

You can **change your selection** as long as the vote is open.

If you wish to cancel your vote, please press "**Cancel**".

There is no **"submit"** button for a simple yes/no vote

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