



(registered in England and Wales, limited company number 7846516, registered charity number 1144840)

THE OPEN SPACES SOCIETY AGM 2024

Guide for joining the AGM via Zoom on 4 July 2024

Zoom joining link

<https://us02web.zoom.us/j/84265614405>

Meeting ID: 842 6561 4405

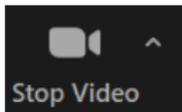
The meeting will start promptly at 11 am but we would appreciate it if you could join the meeting at 10.45am by clicking on the above link. You will enter the waiting room and be admitted from the waiting room by the host prior to the start of the meeting.

Zoom App

Zoom apps are available free for most devices including smartphones. Download 'ZoomClient For Meetings' from the Zoom download webpage: <https://zoom.us/download>

Camera and microphone

You will need the inbuilt camera and microphone in your computer or you can connect a separate webcam and microphone to your computer – for example, the headset with your mobile phone should work well.

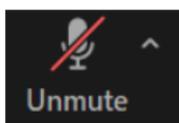


Please note that OSS will be recording the AGM. If you do not wish to be seen in this recording, please switch off your camera by clicking on the 'Stop Video' symbol and then a red diagonal line will appear across this symbol.

Your home meeting location

Try to ensure that there is adequate light in front of you to illuminate your face and as little daylight as possible directly behind you which will appear dazzling on the screen. Arrange your location to minimise interruptions.

Test your speaker and microphone



You can test your speaker and microphone settings after you join the meeting by clicking on the upward pointing arrow next to the microphone symbol. Click to select the option: 'Test Speaker & Microphone'.

Please ensure your microphone is on mute during the AGM.

In order to maintain audibility for everyone attending, we may remotely mute your microphone: you can still unmute if you are invited to speak.

Check the name under which you have joined the meeting

Click on the 'participants' symbol and you will see the name under which you have joined the meeting. If this is someone else's name, a joint name or your full name is not stated, please alter to your full name by clicking on the blue rectangular box 'More' beside your name in the list of participants and select 'Rename'. Delete the existing name and type in your full name and click 'OK'.

Asking questions

If you wish to ask a question, or make a comment, please raise your hand, ideally electronically. To do this, click on the icon labelled 'Participants' at the bottom centre of your computer or phone screen. At the bottom of the window, click the button labelled 'Raise Hand'. If invited to speak, please unmute your microphone to do so, and then mute again once you have spoken. Remember to 'lower' your raised hand after speaking.