**Email that was sent out to delegates to the Diocesan Annual Meeting – edit for your situation**

**RE:**Preparing for our first ever, all virtual Annual Meeting

**TO:**All Members of the Convention of the Episcopal Diocese of Hawai‘i (elected lay delegates of the congregations, canonically resident clergy, clergy of denominations in full communion with TEC and installed as Rector, Vicar, etc as per diocesan Canon 1.1)

**CC:**Diocesan Council, Standing Committee, Diocesan Support Center, and TECH news

We are just a week away from our first ever, all-virtual Annual Meeting!

With about 200 people in the Annual Meeting via Zoom, it is going to require the cooperation of everyone for smooth streaming and limited interruptions.  Here is a checklist to help you prepare.

* **If you haven’t already – please register**[**HERE**](https://form.jotform.com/92815889071166)**!**

* **Use a desktop or laptop computer if possible**
	+ There will be a slide show screen share, and you will be asked to open the Participants box and the Chat box, so having a larger screen will be very helpful.
	+ Second choice is a tablet – when you open the Participants and Chat boxes, it will cover part of the slide show screen share and it may cause the poll pop-up windows to not show up.
	+ We do not recommend using a Smart phone, because you can only see one feature at a time (slide show screen share, or Participants box, or Chat box, or Poll pop-up window), but it is possible if that is your only option.  It will also be difficult for you to call the Tech Help line if you have any problems.
* **Training videos available**
	+ If you were not able to join any of our live training sessions for Zoom or for Voting, please watch the videos on the Diocese’s 52nd Convention webpage [HERE](https://www.episcopalhawaii.org/52nd-diocesan-convention.html).  You will not be able to ask the presenters for technical help during the meeting, you will have to call (808) 536-7776 ext. 305, and there will only be 2 people available to answer technical questions.
* **Have high speed internet connection**
	+ Go to SpeedTest.net during a Zoom meeting
	+ Click on Go
	+ Your download speed should be at least 50 Mbps and the upload at least 5 Mbps
	+ If you are not getting at least these speeds, check with your internet service provider (Spectrum, HawaiianTel, etc) to see what speeds you are supposed to be getting
	+ If you are not hard wired into the internet connection, then be as close as possible to the router
* **Update your Zoom app** – make sure you have the most up-to-date version.  Zoom does not let you know when there are updates to the app so you need to check from time to time
	+ On your Desktop/laptop
		- Open the Zoom app
		- Click on your icon in the top right corner
		- Click on Check for Updates
		- Follow on screen instructions
	+ On an iPad or iPhone (other brands should have an equivalent)
		- Go to the app store
		- Search Zoom
		- Next to “ZOOM Cloud Meetings” it will say OPEN if it is up-to-date and UPDATE if it needs updating.
* Be sure you **restart the devices** you will be using a day before the meeting. It is recommended to restart your devices at least once a week to clear caches, receive updates and avoid crashes. This includes routers, desktops, laptops, tablets, and cell phones.
* Using the **least amount of Bluetooth devices** as possible.  Each Bluetooth device needs to connect to the network, thus using bandwidth
	+ Use plug in headset/ear pods
	+ Use plug in keyboard and plug in mouse
	+ Turn off Bluetooth on your printer
* **Have your device plugged in**
	+ Since you will be logged into the meeting from possibly 8:30 am – 3:00 pm, your device will need to be plugged in-your battery may not last that long, especially with video
* **Have a phone handy**with the Tech assistance number (808) 536-7776 ext. 305 in case you need assistance.
* **Workbook (full and abbreviated) is now posted**on the [Diocese’s 52nd Convention webpage](https://www.episcopalhawaii.org/52nd-diocesan-convention.html)**.**

If you have any questions, comments, problems – do not hesitate to contact me.