

## Equipment & Roles Checklist

### Step 1: Appoint a Watch Party Co-ordinator

- Every watch party that includes voting attendees must appoint a lead contact who will liaise with the NFWI on the morning of the event; this is to ensure all constitutional requirements are met and to report the number of voters in attendance.

### Essential Equipment

- Delegates & Federation Representatives: A personal device (Smartphone or Tablet) for Federation Delegates and Representatives to vote from.
- Laptop or Tablet: A device to run Zoom (preferably with a larger screen for better viewing).
- Projector and Screen (for your shared venue of your choice): To display the Zoom meeting on a bigger screen.
- Speakers: Ensure everyone can hear the discussion clearly.
- An appropriate cable e.g. HDMI or VGA: To connect the laptop or tablet to the projector or TV.
- Mobile Hotspot Device or Smartphone: Needed if there is no Wi-Fi. (explained further below).

### Setting Up the Zoom Annual Meeting

#### Step 1: Install Zoom

- Download the Zoom app on your laptop or tablet from Zoom's download page.
- Create a free Zoom account if you don't have one, as this is needed to allow all the features of Zoom which will be used throughout the meeting.
- Ensure you set up an appropriate name to identify yourself or your group on Zoom.

#### Step 2: Attending the Zoom Meeting

As participants, you will receive an email from NFWI with the Zoom meeting link, Meeting ID, and passcode ahead of the event. Here's how to join the meeting using these details:

- Check Your Email: Look for the email from NFWI containing the Zoom meeting information. It will include a direct link, Meeting ID, and passcode.
- Joining the Meeting:
  1. Click the Zoom link in the email, which will automatically open Zoom on your device.
  2. If prompted, enter the Meeting ID and passcode provided in the email.

- Alternative Way to Join:

1. Open the Zoom app on your device or visit [zoom.us/join](https://zoom.us/join).
2. Enter the Meeting ID provided in the email, click "Join," and then enter the passcode when prompted.

### Step 3: Setting Up the Viewing Area

For your shared venue:

- Connect the laptop to the projector using an HDMI cable.
- Connect speakers to the laptop for better sound.
- Ensure the projector is aligned with the screen and is positioned where speakers can be heard clearly.

For Private Homes:

- Connect the laptop directly to a TV or projector screen using an HDMI cable.
- Position the speakers near the TV or projector screen for better sound distribution.

### Step 4: Test Run

- Conduct a test run a few days before the meeting. This is crucial to avoid last-minute technical issues. Visit [www.zoom.us/test](https://www.zoom.us/test) for a test run.
- Test the audio and video quality.
- Check the internet connection (or mobile hotspot) to ensure it's stable.

## Connecting to the Internet

If there is no Wi-Fi available at your location, you have two main options for connecting to Zoom:

### Option 1: Use a Mobile Hotspot

What You Need: A smartphone with a data plan or a dedicated mobile hotspot device.

How to Set It Up:

- On a smartphone, go to the settings and find the "Personal Hotspot" or "Mobile Hotspot" option. Enable it.
- Connect your laptop or tablet to the hotspot. The network name and password should be displayed on your smartphone.
- **Important:** Ensure that your data plan can handle the amount of data needed for streaming. A Zoom call with video can use around 1-2 GB per hour. Data usage outside of a plan is likely to have an additional charge.

### Option 2: Use a 4G/5G Router

- If the location frequently hosts events, consider purchasing a 4G or 5G router.

- This device uses a SIM card with a data plan to provide a Wi-Fi network, similar to a home router.
- It's a more stable option than a mobile hotspot and can handle more devices.
- Note: This might require some upfront investment but is a good option for regular events. Mobile coverage varies, and certain providers work better in certain locations. It's a good idea for a few members to check mobile signal in the proposed venue to see which network(s) provide the best coverage where you are.

### Preparing for the Meeting

#### Step 1: Look Out for the Zoom Details from NFWI

- NFWI will send you an email with the Zoom link, Meeting ID, passcode, and the time of the meeting.
- Make sure you have this information saved or printed out for easy access on the day of the meeting.

#### Step 2: Familiarise Yourself with Zoom

- If you are not familiar with Zoom, it can be helpful to download the app ahead of time and explore basic functions like joining a meeting, turning your microphone on/off, and enabling your camera.
- Practice joining a test meeting to get comfortable. Visit [www.zoom.us/test](http://www.zoom.us/test) to try it out.

#### Step 3: Prepare Your Device and Location

- Charge your device: Make sure your laptop, tablet, or smartphone is fully charged or plugged in.
- Internet Connection: If you're using a mobile hotspot or 4G/5G router, set it up in a location with a strong signal.
- Set Up Your Viewing Area: If attending from a village hall or with a group, make sure the laptop or tablet is connected to a projector or TV and speakers are set up so everyone can see and hear clearly.

#### Step 4: Join Early

- Aim to join the meeting 30 minutes before the scheduled start time. This will give you a chance to settle in and troubleshoot any technical issues.

### On the Day of the Meeting

#### Step 1: Set Up 30 Minutes Early

- Arrive early to set up all the equipment.
- Test the audio, video, and internet connection one more time.

- Have the Zoom link readily available.

## Step 2: Start the Watch Party

- Join the Zoom meeting from your device.

### **Troubleshooting Tips**

Issue: Audio is not clear.

- Make sure the speakers and microphone are plugged in properly and the volume is turned up on both Zoom and the devices.
- Adjust the microphone position for better sound capture.

Issue: Video is lagging or buffering.

- Reduce the video quality to save bandwidth.
- If using a mobile hotspot, try moving the device to a different location with better signal.

Issue: If you can't join the Zoom call.

- Double-check that you are using the correct meeting link and passcode.
- Suggest they restart their device or try a different internet connection.

Issue: You are unable to establish a connection.

- If this unfortunately occurs and you are unable to resolve the issue with the steps above, please contact our dedicated support inbox and we will do our best to assist you.

### **Federation Delegates & Federation Representatives**

As mentioned previously, If you are a Delegate or Federation Representative, you will need to ensure that you have your own device with you at a Watch Party to ensure you are able to vote.

Voting will be conducted on Electionbuddy, a secure online voting platform. The details for voting access will be emailed to you in the week before the event.