



# NESA – Online Annual Meeting Instructions

## STEP 1 - Invitation and Meeting link:

You should have received a meeting invitation similar to the below with the meeting link.

- **Please join using the online meeting line not by dial in phone;**
- Joining by phone alone will not allow you to view speakers presentations or to cast your vote for motions or elections;

Dial-in number (US): (425) 436-6346

Access code: 2716044#

International dial-in numbers: <https://fccdl.in/i/flynesa>

Online meeting ID: flynesa

Join the online meeting: <https://join.freeconferencecall.com/flynesa>



For additional assistance connecting to the meeting text 'Call Me' to the Dial-In number above and you will be called into the conference. Message and data rates may apply.

<https://join.freeconferencecall.com/flynesa>

The meeting will be open at least one half-hour prior to the scheduled start. **Please join early to give yourself time to install the software etc. well before the start of business**, particularly if this is your first time using the freeconferencecall.com® meeting tool.

## STEP 2 – Opening the meeting tool to join the meeting

When you open the link, a browser window will open that takes you to NESA's **Meeting Space**.

The steps to joining the meeting will be slightly different depending upon whether this is the first time you have used the meeting tool and need to install the software or whether you already have it installed.

Please follow the instructions below applicable to you.

### *Instructions for first time users*

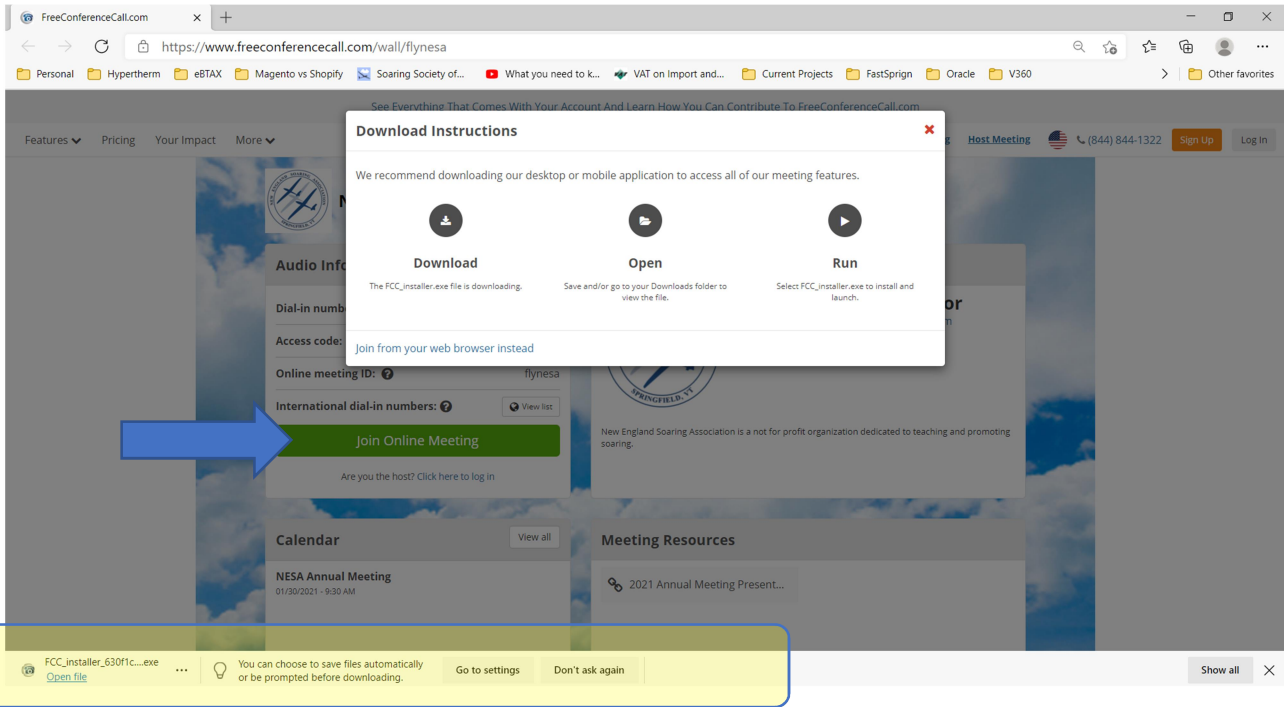
**If you have not previously installed the meeting application on your computer we recommend that you do so. The application allows for much greater functionality than joining via the browser interface alone.**

When the meeting wall opens in your browser, you will see the wall and a pop-up window dialog with Download instructions.



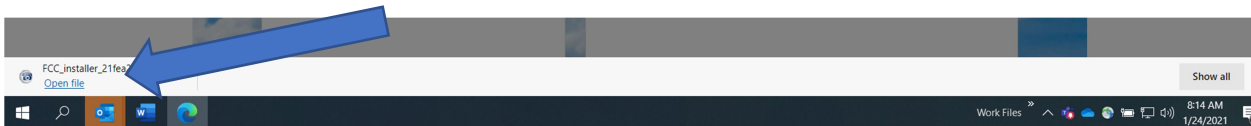
# NESA – Online Annual Meeting Instructions

For most users the download will begin automatically. If it does not, click on the big green 'Join Online Meeting' button (see arrow below).



For windows users usually a download bar will appear at the bottom of your browser. How downloads work is a function of your computer and operating system so this is a guideline only – follow your normal process for installing software downloads on your device.

Typically you will click on 'Open file' or 'Run' somewhere in the bottom bar.

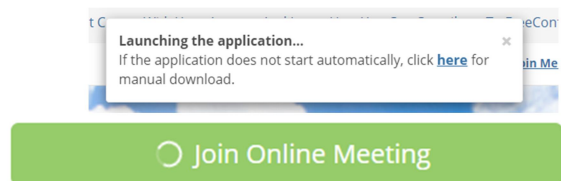


As the instruction window states though, use the appropriate Download, Open and/or run steps for your specify computer/device and operating system.

*Instructions for Returning users with the software already installed*

**Normally when you open the meeting space, if you have the software installed it will launch automatically.**

If it doesn't click on the big green 'Join Online Meeting' button





# NESA – Online Annual Meeting Instructions

## Step 3 – Enter your name & Email and join the meeting

When the application starts the screen will be similar to the following:

The screenshot shows a web browser window titled 'FreeConferenceCall'. On the left is a navigation sidebar with icons for Home and Phone. The main content area features a 'Join' button and a form with three input fields: 'Name', 'Email address', and a dropdown menu currently showing 'flynesa'. Below the dropdown is a checkbox labeled 'Remember me on this computer'. An orange 'Join' button is positioned below the form. At the bottom right, there is a 'Check connection' button. The text 'Join.' is prominently displayed above the form, with a sub-instruction: 'Provide your name, email address, and Online Meeting ID or One Number of the meeting'.

The name of the meeting space will be pre-populated with 'flynesa'. Do not change this.

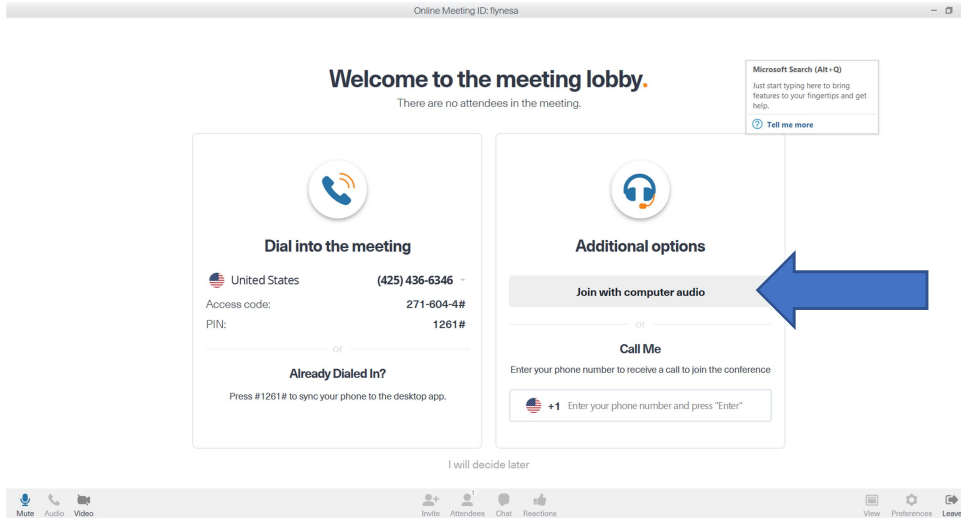
This screenshot is identical to the one above, but the 'Name' field is filled with 'Alasdair Crawford' and the 'Email address' field is filled with 'alasdair@tds.net'. Two blue arrows point from the right towards the 'Name' and 'Email address' fields. A third blue arrow points from the right towards the orange 'Join' button.

Enter your name and email address in the first two fields.

Then click the orange 'JOIN' button to **enter the meeting lobby.**



# NESA – Online Annual Meeting Instructions



**In the lobby** you have some choices for how you want to connect audio.

**Again – Please, JOIN WITH Computer audio.**

Dial-in numbers should only be used as a back-up if for any reason you can't make the microphone and speaker on your device work.

## Welcome to the meeting lobby.

There are no attendees in the meeting.

### Select your mic and speakers

Recording devices: Same as System -

Use ambient noise reduction  Automatically adjust level

Playback devices: Same as System -

[I will decide later](#)

Depending on your device, **if you have multiple microphone or audio devices** e.g. a laptop with a built-in microphone and speakers but also a headset attached for example and/or this is the first time using it with the tool, you might be given the option to **choose which devices to use and/or to test them.**

**Select and test the devices you want then click 'Continue'.**

If the moderator has started the meeting **you will now be admitted from the lobby into the main meeting room.**

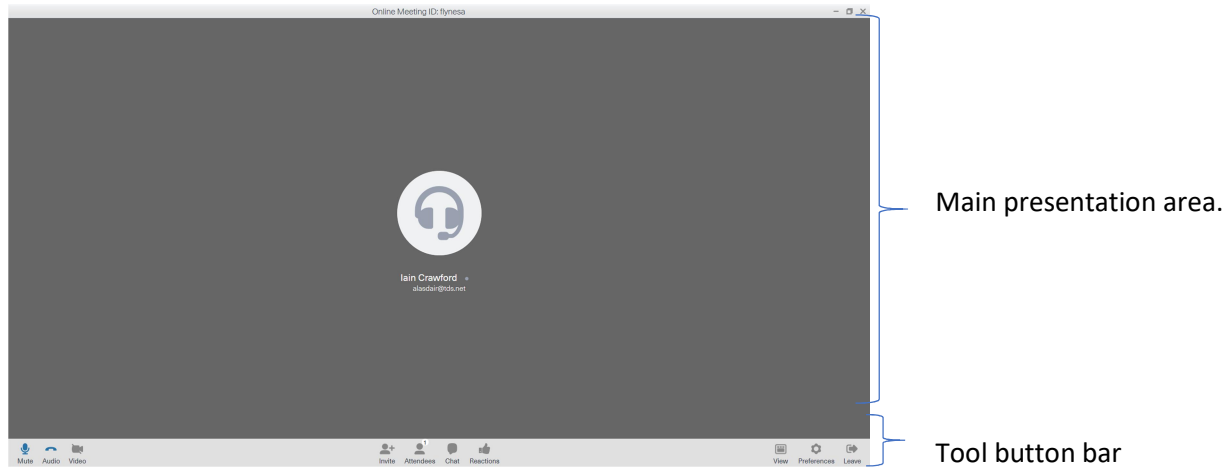
If for any reason the moderator has not yet joined and started the meeting, you will remain in the lobby (and enjoy some hold music) until the meeting is opened.



# NESA – Online Annual Meeting Instructions

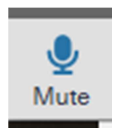
## Step 4 – Controls within the meeting

The main meeting window will look similar to the following (it varies a bit by device).



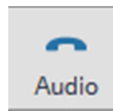
**At the start of the meeting the moderator will welcome everyone and review the meeting process and protocols.**

The following gives a brief summary of the main control buttons.

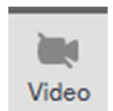


Toggles your microphone on and off (muted).

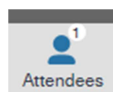
Generally staying muted and unmuting only to speak will help eliminate background noise and distraction.



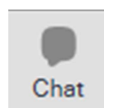
**Generally don't touch this** unless you can't get your computer audio working and you need to go back and get dial-in information and switch your audio connection method.



Toggles your camera on and off. Please keep your video off (unless you are presenting) to help preserve everyone bandwidth. The more video the more data. Not everyone's internet connection can handle video for a 30+ person meeting. Thanks!



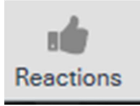
Toggles on/off the list of meeting participants, so you can see who's in the meeting. (names will be as entered in step3 above);



Toggles the meeting group chat window open/closed. You will need to open this to see group comments and access links to voting ballots etc.

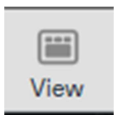
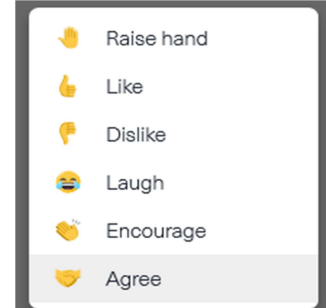


# NESA – Online Annual Meeting Instructions



Allows you to react to speaker comments, give a thumbs up, down, raise your hand etc.

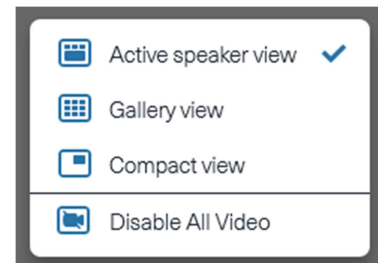
**Please note that when you raise your hand etc. It will stay raised until you put it back down – i.e. Remove the gesture.**



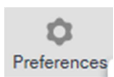
Lets you switch between a few different screen views

**Unless you are a presenter you will typically want to stay in Active speaker view to watch the current presentation.**

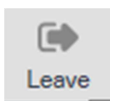
Gallery view is the celebrity squares view of all partipants. Generally we ask everyone to keep their video camera's off so there won't be much to see here.



Compact mode is primarily intended for use when you are presenting. This gives you a small controls button windows etc. that can 'float' on top of whatever screen you are presenting.



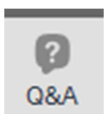
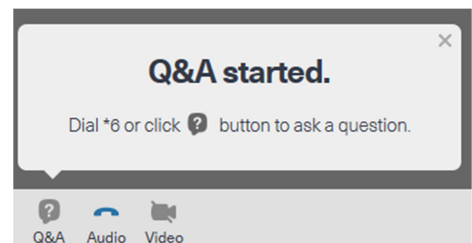
Used to change various personal preferences. Typically participants will not need to use this button.



Click this to leave the meeting if you need to leave before it ends.

## Q&A Mode

For larger meetings, during presentations all participants will be muted by the moderator. At the end of each presentation the meeting will be placed into 'Q&A' mode.



**When in Q&A mode** the Q&A button will replace your 'mute' button.

**Click this if you have a question to ask.** You will be added to the queue of participants with questions. **The moderator will** work though the list of partipants with questions and will **unmute you in turn to ask your question to presenter..**