

Lumi Hybrid Platform

Technical Requirements



Instructions:

Watching the webcast
To view/listen to proceedings please select the **'Broadcast'** bar, then press **play** to begin the presentation. The broadcast can be minimised, audio will continue to play. Ensure that your device isn't muted.

Asking text questions
If you are a Securityholder or proxy you can submit a question. Select the **speech bubble** icon, then type your question in the **'Ask a question'** panel.

Asking audio questions
Alternatively, if you would like to ask a question verbally, please click the Message icon and follow the instruction.

Voting
When voting starts, a **polling** icon will appear. The resolutions will be displayed on screen, select **For**, **Against** or **Abstain** to cast your vote. There is no enter or send button. You may however cancel your vote and enter a new selection while voting is enabled.

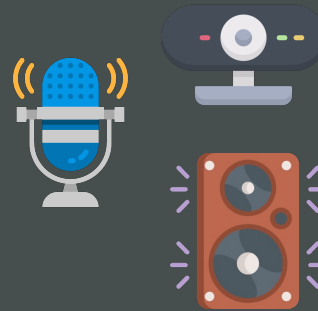
VIRTUAL ATTENDEES: REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM



Good internet
connection –
Preferably
hardwired



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



Mic, camera &
speakers (if not
built into your
laptop already)



Dear Member,

Lumi will be supporting us to provide a secure voting platform for the members that are entitled to vote at the Annual General Assembly. You will be able to watch a live webcast of the meeting which will provide the ability to listen to the meeting & view any presentations.

There will be a rehearsal for call for the AGA on Thursday 3rd September at 2.00pm BST. This will give voting members an opportunity to log-in and test the system and advise of any issues. Others can also log-in for the rehearsal if they wish.

Your authentication
details:

ID
PASSWORD



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

IN PERSON ATTENDEES: REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM



Internet will be provided in the meeting room or you can use your cellular data

In person Attendees 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 Hybrid Platform

How To Log In



VIRTUAL ATTENDEE: HOW TO LOG IN

<https://web.lumimeet.com/278375550>



2023 WSSDA General Assembly


VIRTUAL ATTENDEES:

To fully take part in the hybrid meeting remotely, you must use either a LAPTOP computer or DESKTOP computer with speakers and a microphone. Mobile devices, including iPhones, Androids, iPads, and other tablets, are not supported at this time. These web browsers are supported: Google Chrome, Firefox, and New Microsoft Edge (Chromium). Internet Explorer, Safari, and Legacy Edge are NOT SUPPORTED.

IN PERSON ATTENDEES:

To fully take part in the hybrid meeting in person, you will simply need an internet enabled device. Mobile devices, tablets, iPhones, iPads will work for in person attendees. Any browser other than internet explorer will work for in person attendees.

☒ I agree to all of the above terms and conditions

 ENGLISH

DECLINE

ACCEPT



2023 WSSDA General Assembly

I am a Voting Delegate ☒


I am an Audience Member ☐

Having trouble logging in...? ▼

 ENGLISH

CANCEL

CONTINUE



2023 WSSDA General Assembly


Type Your ID Here


Type Your Password Here


LOGIN


Having trouble logging in...? ▼


VIRTUAL ATTENDEE: JOIN THE ZOOM







 Michelle Hovey


 Language ▾


 Log out

278-375-550

 HOME

 SPEAKER QUEUE

 DOCUMENTS



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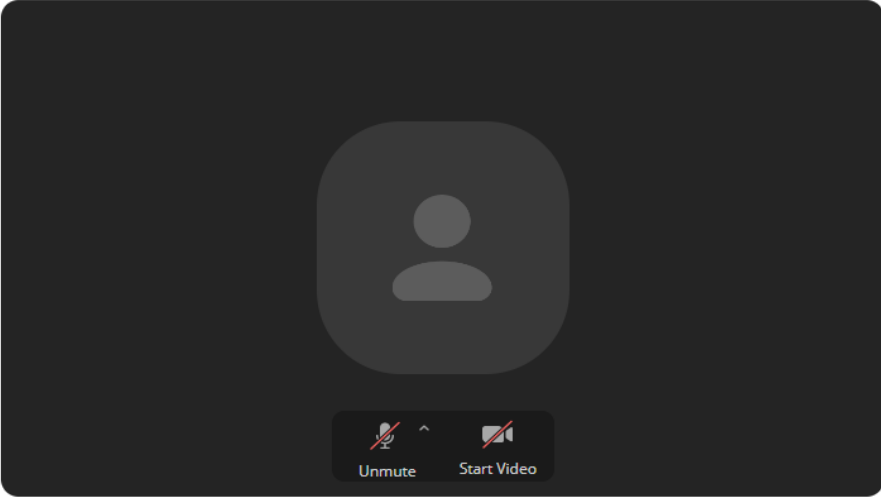
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Zoom

Join Meeting





Join


POWERED BY




VIRTUAL ATTENDEE: CONNECT YOUR AUDIO




 WSSDA


 Michelle Hovey

 Language ▾

 Log out

278-375-550

 HOME  SPEAKER QUEUE  DOCUMENTS



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
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POWERED BY 




 Zoom


 





You are viewing LumiLive us4's screen 





LumiLive us4

 Phone Call  Computer Audio 

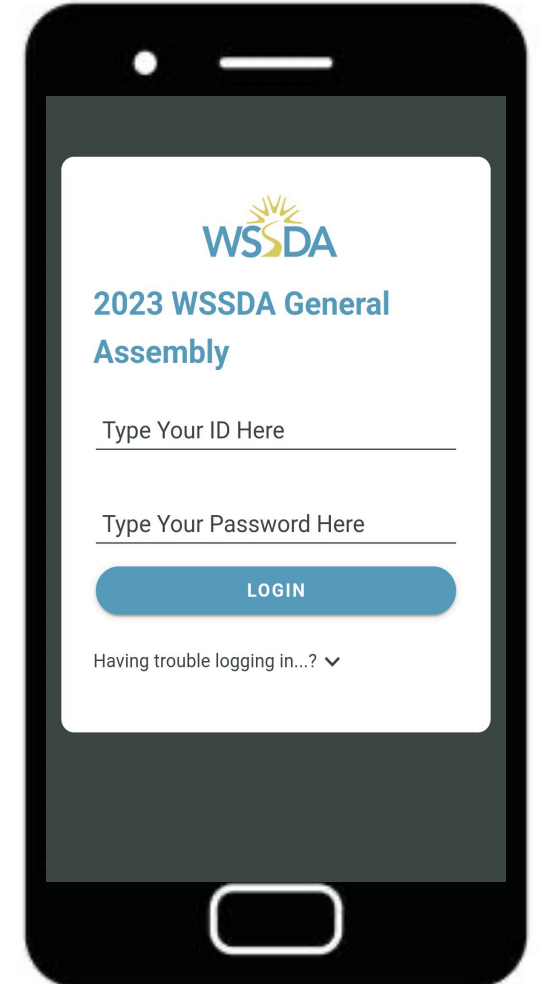
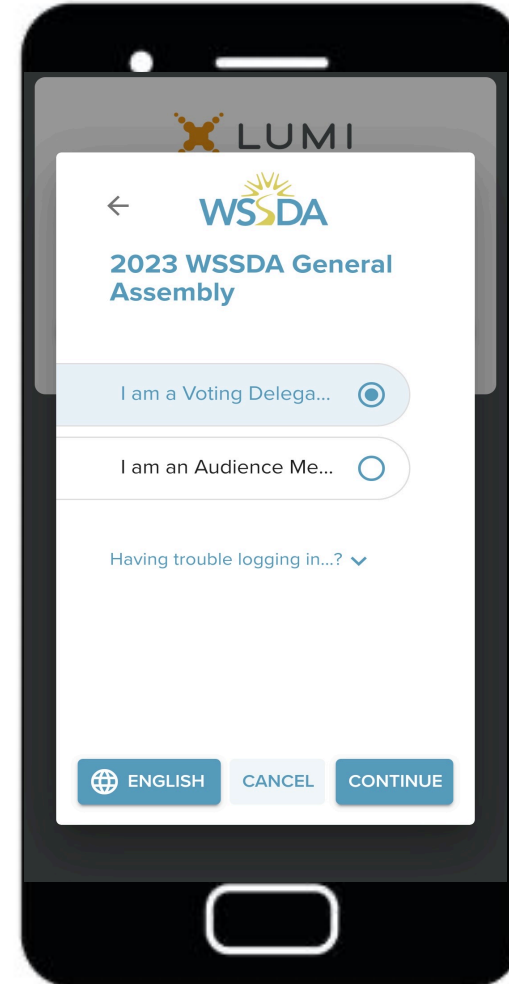
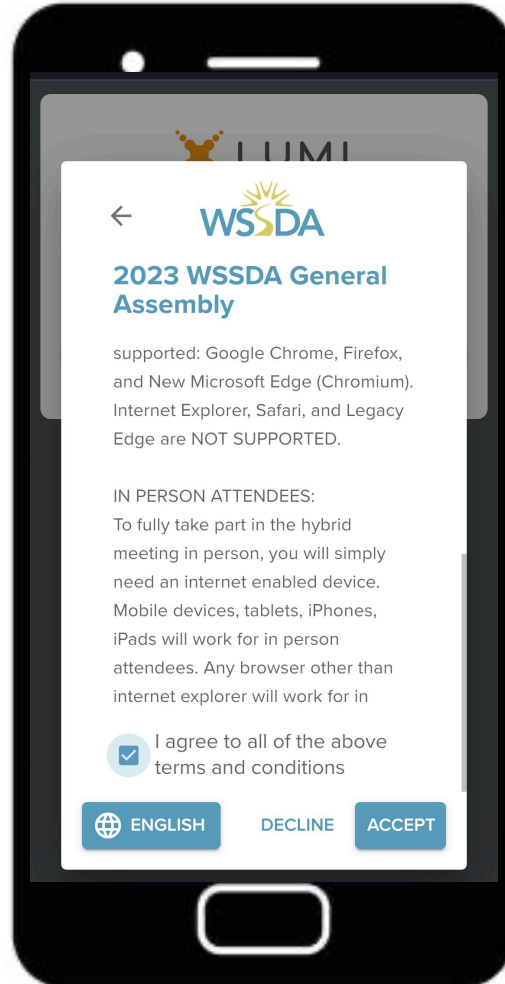
 Join Audio

 Show Captions  Raise Hand  Settings 

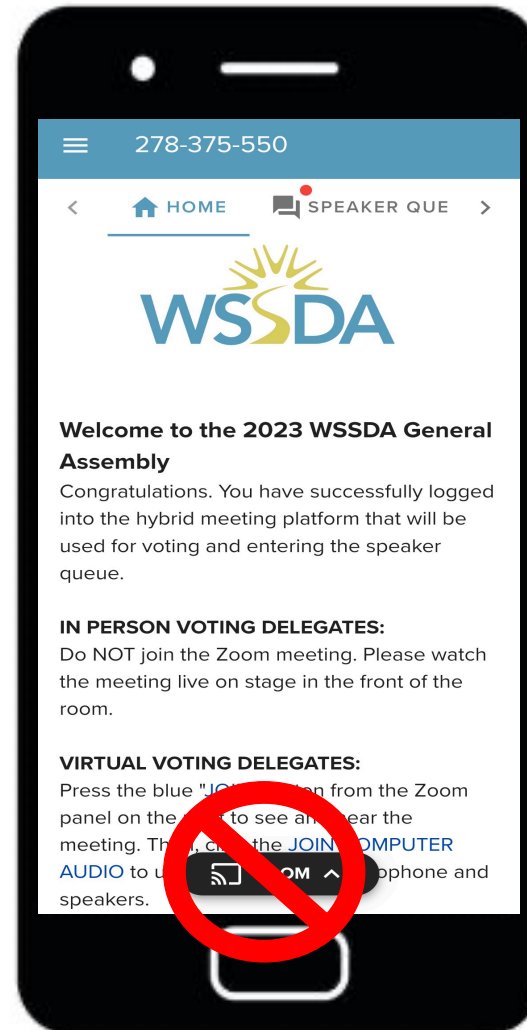
Join Audio by Computer



IN PERSON ATTENDEES: HOW TO LOG IN



IN PERSON ATTENDEES: HOW TO LOG IN



DO NOT JOIN
THE ZOOM

Lumi Hybrid Platform

Platform Layout



VIRTUAL ATTENDEE: SPLIT SCREEN LAYOUT

Lumi Panel

Zoom Panel

The image displays a split-screen interface for a virtual attendee. The left panel, labeled 'Lumi Panel', shows the WSSDA website with a navigation bar, a sidebar with user information, and a main content area with a welcome message and instructions. The right panel, labeled 'Zoom Panel', shows a Zoom meeting interface with a video feed of the LumiLive us4 screen and a sidebar with a list of participants.

WSSDA

278-375-550

HOME SPEAKER QUEUE DOCUMENTS

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Zoom

You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

VIRTUAL ATTENDEE: PLATFORM LAYOUT

Home Page

The image displays a two-panel virtual meeting interface. The left panel is the 'Home Page' of the WSSDA platform, featuring a navigation sidebar with a menu icon, the WSSDA logo, the user name 'Michelle Hovey', a language selector, and a 'Log out' button. The main content area has a blue header with the phone number '278-375-550' and navigation links for 'HOME', 'SPEAKER QUEUE', and 'DOCUMENTS'. The WSSDA logo is prominently displayed in the center. Below the logo, a welcome message for the '2023 WSSDA General Assembly' informs users that they have successfully logged into a hybrid meeting platform. It provides instructions for 'IN PERSON VOTING DELEGATES' (not to join the Zoom meeting) and 'VIRTUAL VOTING DELEGATES' (to press the 'JOIN' button and use computer audio). A 'Resource Links' section includes links to the 'WSSDA 2023 General Assembly Handbook' and the 'WSSDA 2023 General Assembly Website'. A 'How to pass credentials' section explains the process for school board members. The right panel shows a Zoom meeting interface with a dark background. It displays a video feed of the WSSDA logo, a 'View Options' dropdown, and a 'LumiLive us4' participant. The bottom of the Zoom interface shows controls for 'Audio Setting', 'Show Captions', 'Raise Hand', 'Settings', and a 'Leave' button.

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HOME SPEAKER QUEUE DOCUMENTS

WSSDA

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Zoom

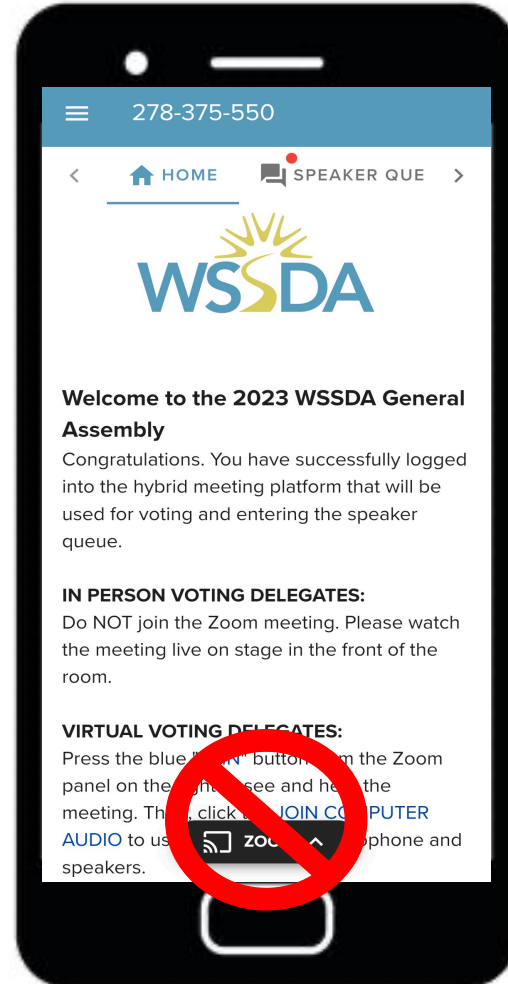
You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

IN PERSON ATTENDEES: DO NOT CONNECT TO ZOOM



DO NOT JOIN
THE ZOOM

Lumi Hybrid Platform

Virtual Attendees: Zoom Settings



VIRTUAL ATTENDEES: Web Browser Zoom Settings

Change your browser
zoom view to 80 – 100%

The screenshot shows a web browser window with the URL `web.lumimeet.com/#/m/278375550`. The browser's address bar and tabs are visible at the top. The main content area displays the WSSDA 2023 General Assembly page, which includes a welcome message, instructions for in-person and virtual voting delegates, and resource links. On the right side of the browser, a Zoom meeting interface is visible, showing a video feed of a person and a 'View Options' button. An orange callout box in the top right corner contains the text 'Change your browser zoom view to 80 – 100%'. An arrow points from this box to the browser's menu icon (three vertical dots) in the top right corner. Another arrow points from the 'Zoom' option in the browser's menu to the 'Zoom' option in the browser's menu, which is currently set to 80%.

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HOME SPEAKER QUEUE DOCUMENTS

WSSDA

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Zoom

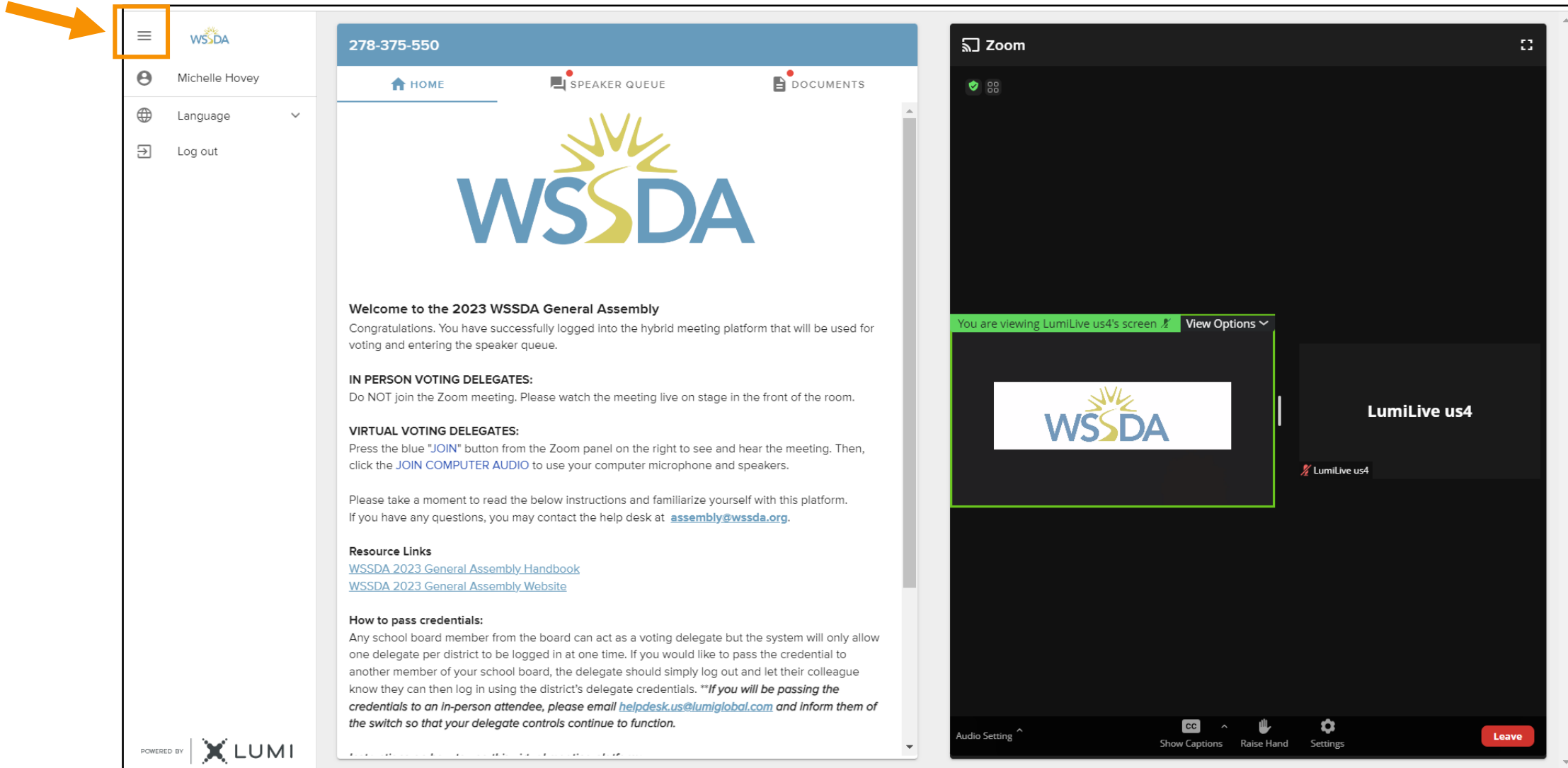
You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

VIRTUAL ATTENDEES – PRO TIP #1: HIDE LEFT MENU



The screenshot displays a web application for the 2023 WSSDA General Assembly. On the left, a vertical sidebar contains a menu icon (three horizontal lines) highlighted by an orange arrow, followed by the user's name 'Michelle Hovey', a 'Language' dropdown, and a 'Log out' button. The main content area features the WSSDA logo, a welcome message, instructions for in-person and virtual voting delegates, and resource links. On the right, a Zoom video player is shown, displaying a smaller WSSDA logo and the text 'LumiLive us4'. The Zoom interface includes a 'View Options' dropdown and a 'Leave' button at the bottom right.

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HOME SPEAKER QUEUE DOCUMENTS

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POWERED BY **LUMI**

Zoom

You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

VIRTUAL ATTENDEES – PRO TIP #2: MAXIMIZE THE ZOOM PANEL

Change the Zoom panel
to full screen

The screenshot displays a web application for the 2023 WSSDA General Assembly. On the left is a navigation sidebar with the WSSDA logo, user name 'Michelle Hovey', language settings, and a log out button. The main content area features the WSSDA logo, a welcome message, instructions for in-person and virtual voting delegates, resource links, and a section on how to pass credentials. On the right, a Zoom video player is shown. An orange callout box with an arrow points to the 'Full Screen' icon (a square with four arrows) in the top right corner of the Zoom panel. The Zoom panel itself shows a video feed of 'LumiLive us4' with the WSSDA logo overlaid. The Zoom interface includes a status bar at the bottom with options for audio settings, captions, raising a hand, settings, and a 'Leave' button.

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POWERED BY **LUMI**

Zoom

You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

VIRTUAL ATTENDEES – PRO TIP #2: MINIMIZE THE ZOOM PANEL

Change back to split screen view

Slide white bar to make PPT slides larger

Zoom

WSSDA logo.png

You are viewing LumiLive us4's screen

View Options

100%

WSSDA

LumiLive us4

LumiLive us4

Audio Setting

Show Captions

Raise Hand

Settings

Leave

Lumi Hybrid Platform

Lumi Panel



ALL ATTENDEES: LUMI PANEL

☰

👤

🌐


📄

278-375-550

🏠 HOME

🗨️ SPEAKER QUEUE

📁 DOCUMENTS



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Zoom

🟢

👤

You are viewing LumiLive us4's screen 🗨️ View Options ▾



LumiLive us4

🔴 LumiLive us4

Audio Setting ^

CC ^

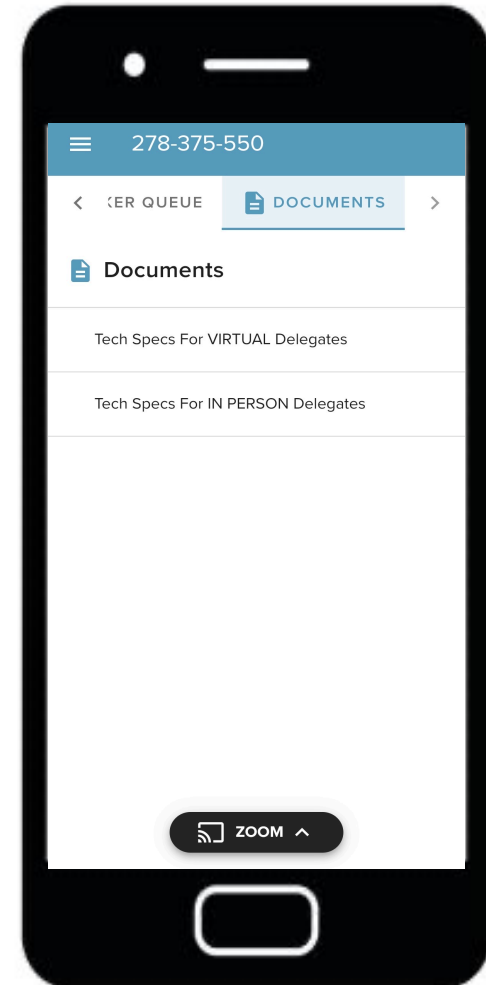
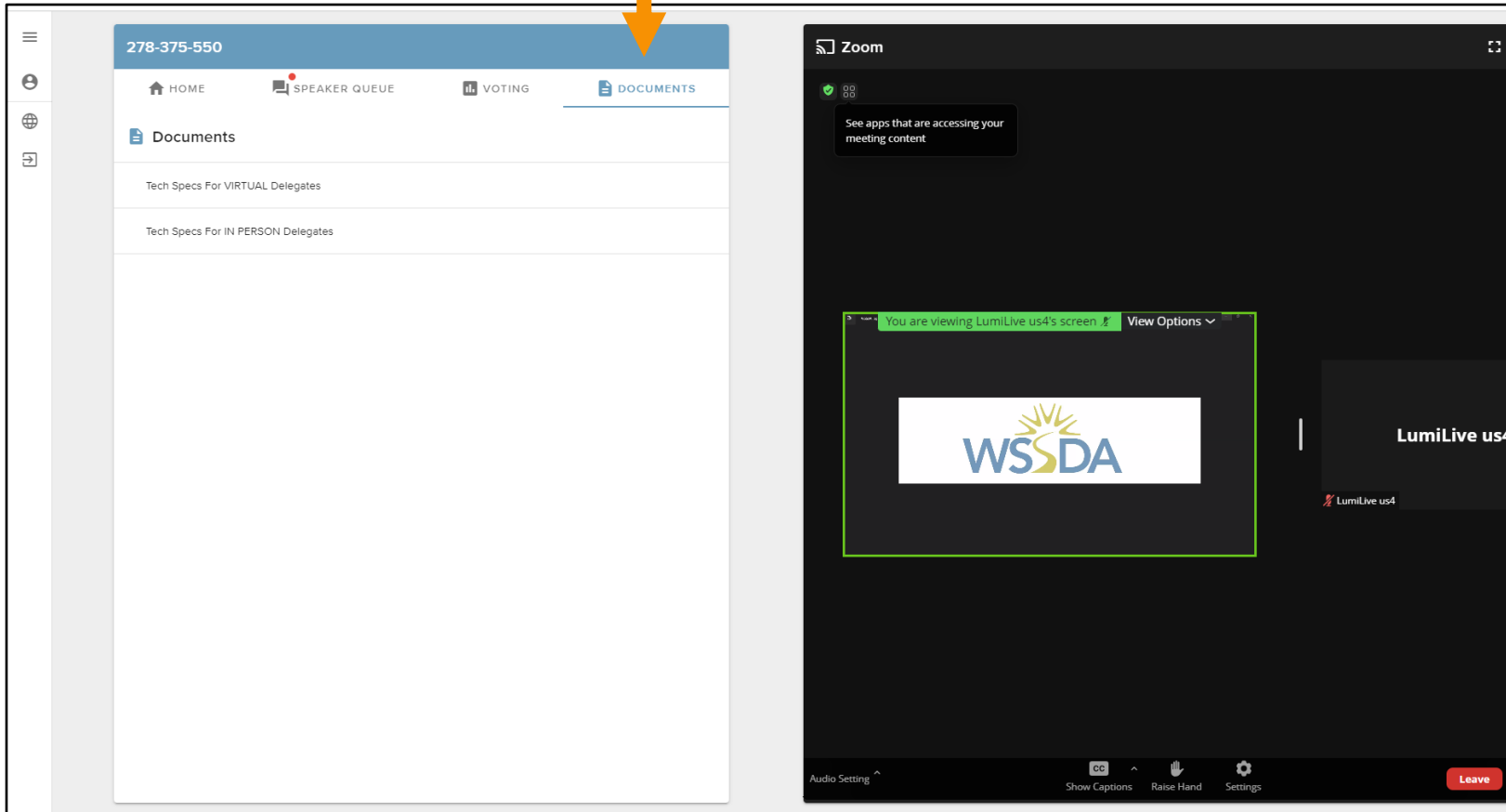
👤

⚙️

Leave

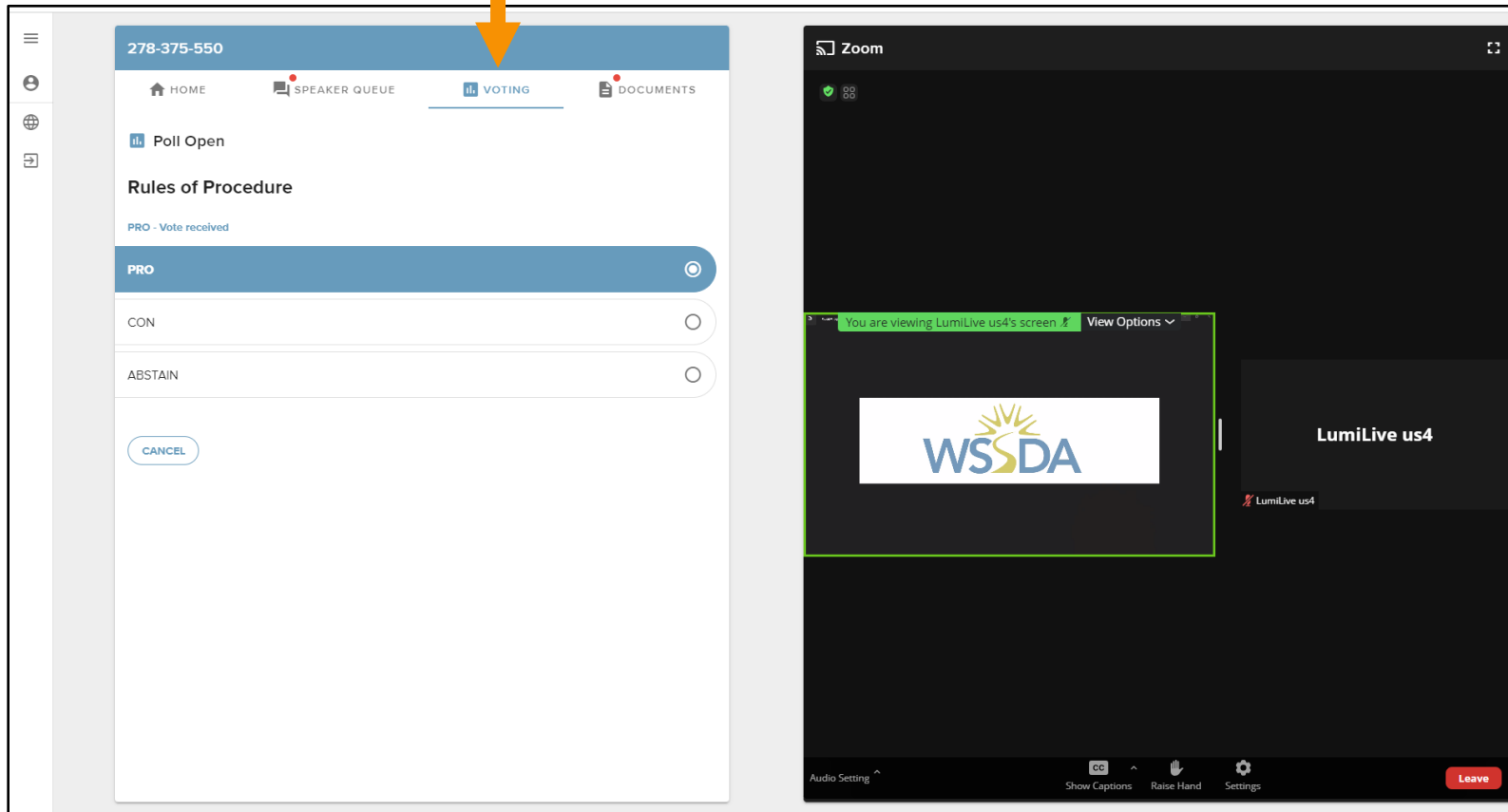
ALL ATTENDEES: DOCUMENTS

Documents

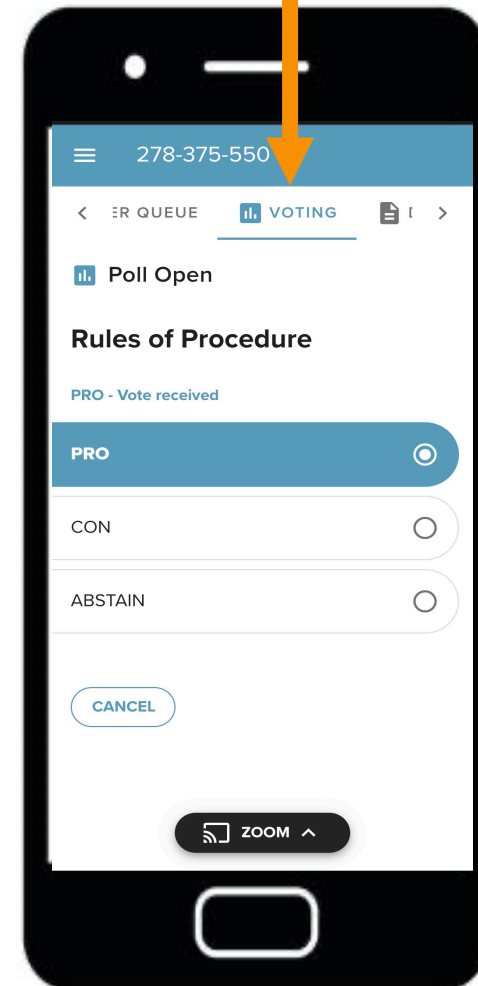


ALL ATTENDEES: VOTING

Voting tab



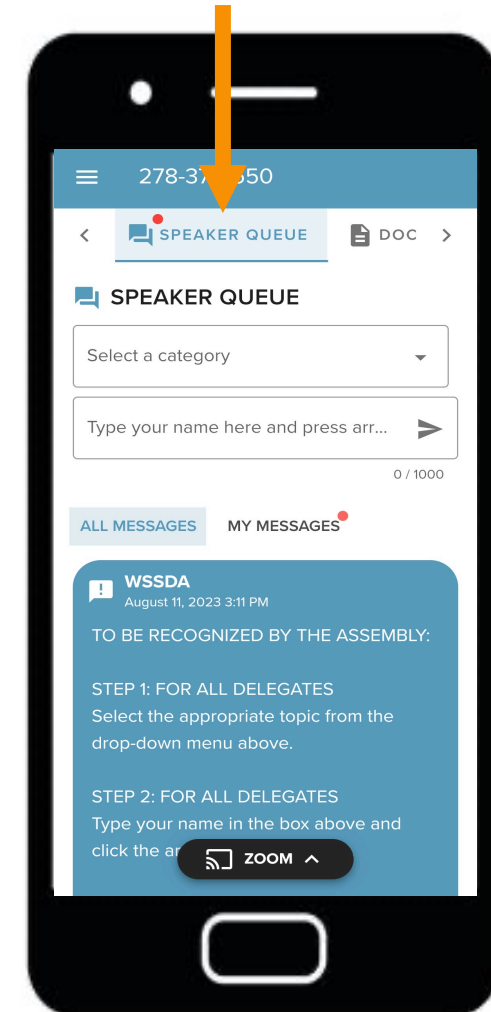
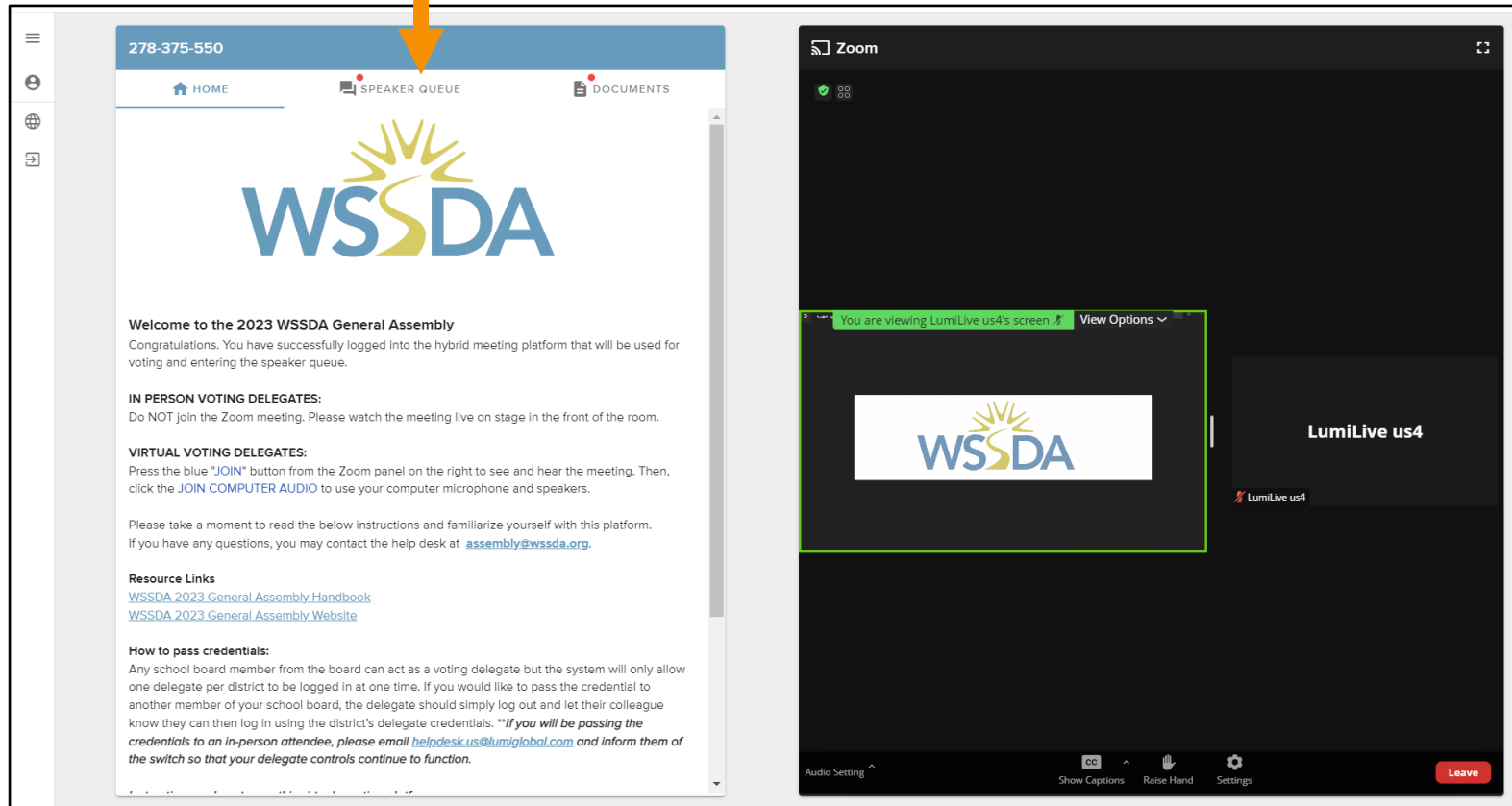
Voting tab



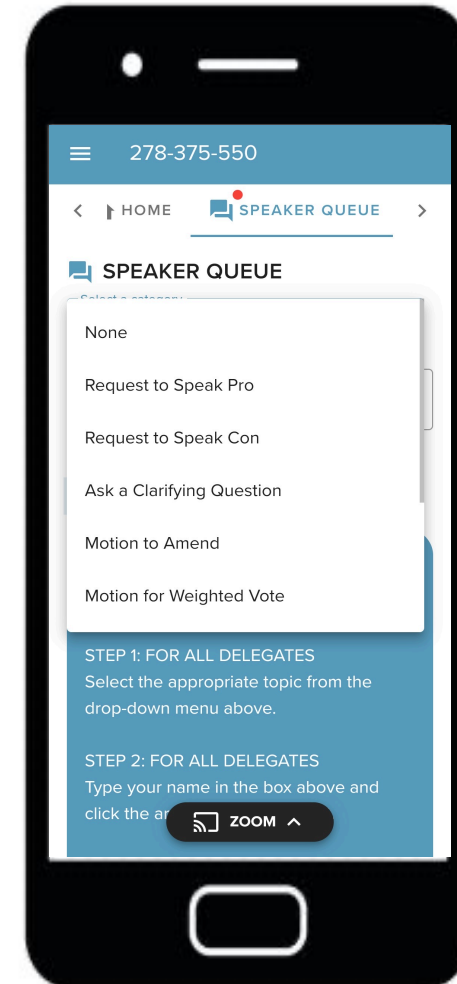
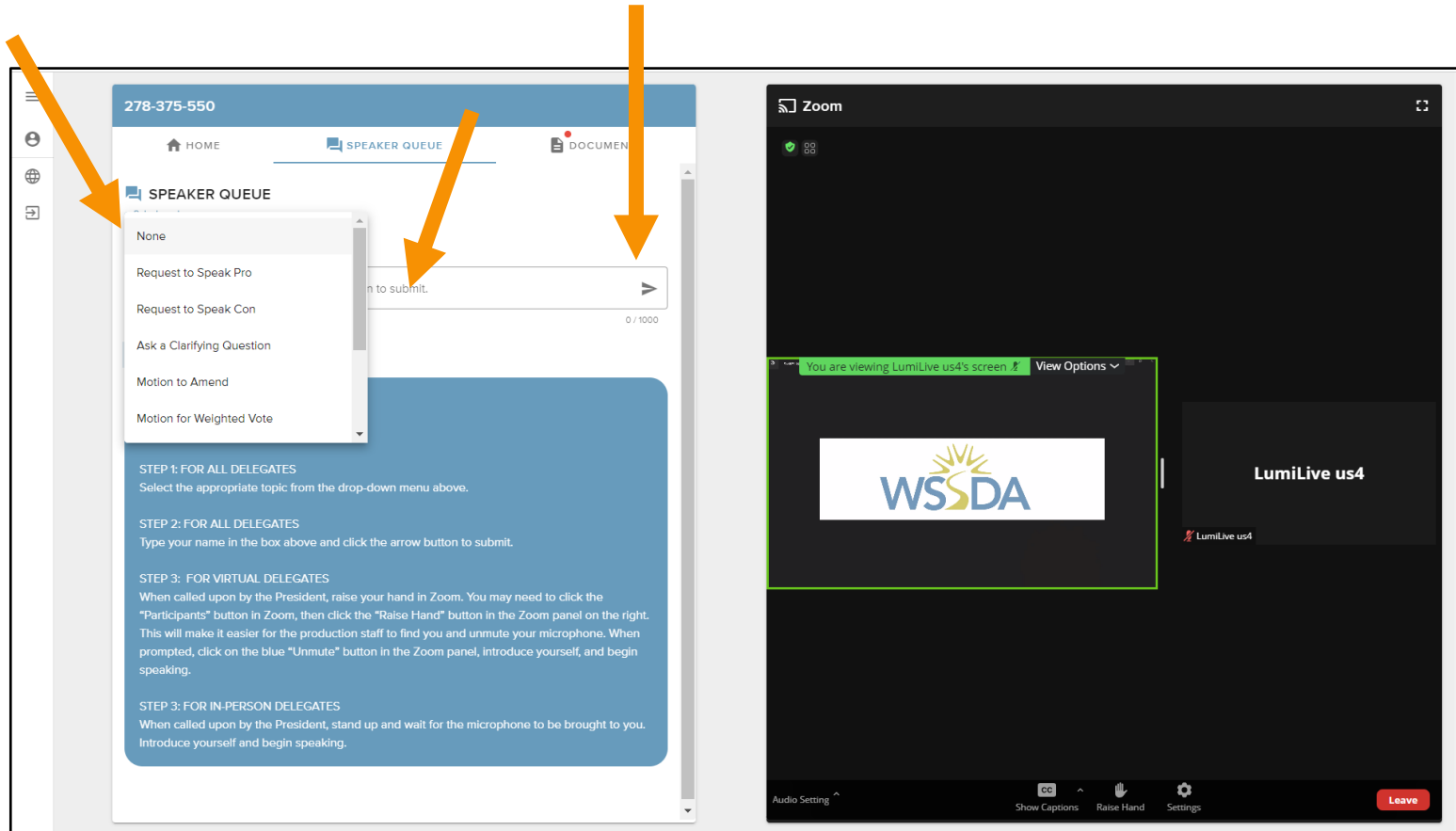
ALL ATTENDEES: SPEAKING

Click the Speaker Queue tab from the top

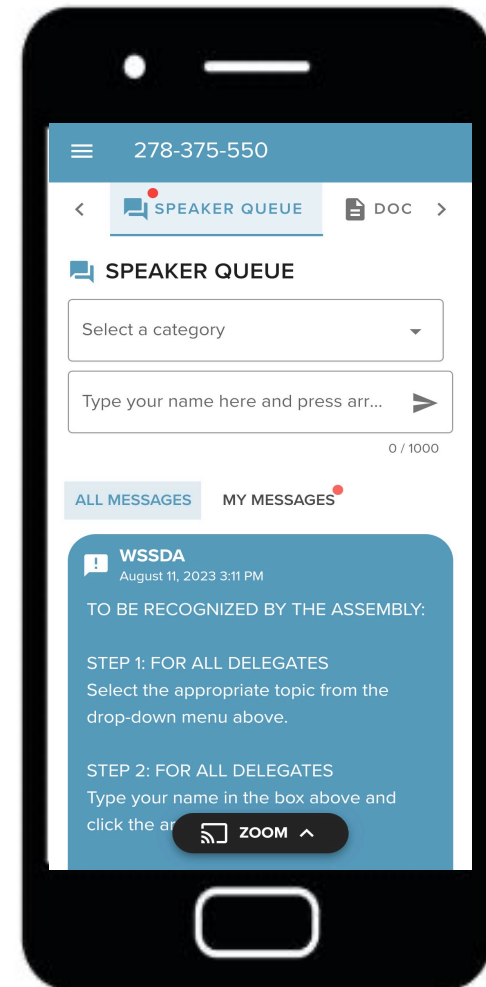
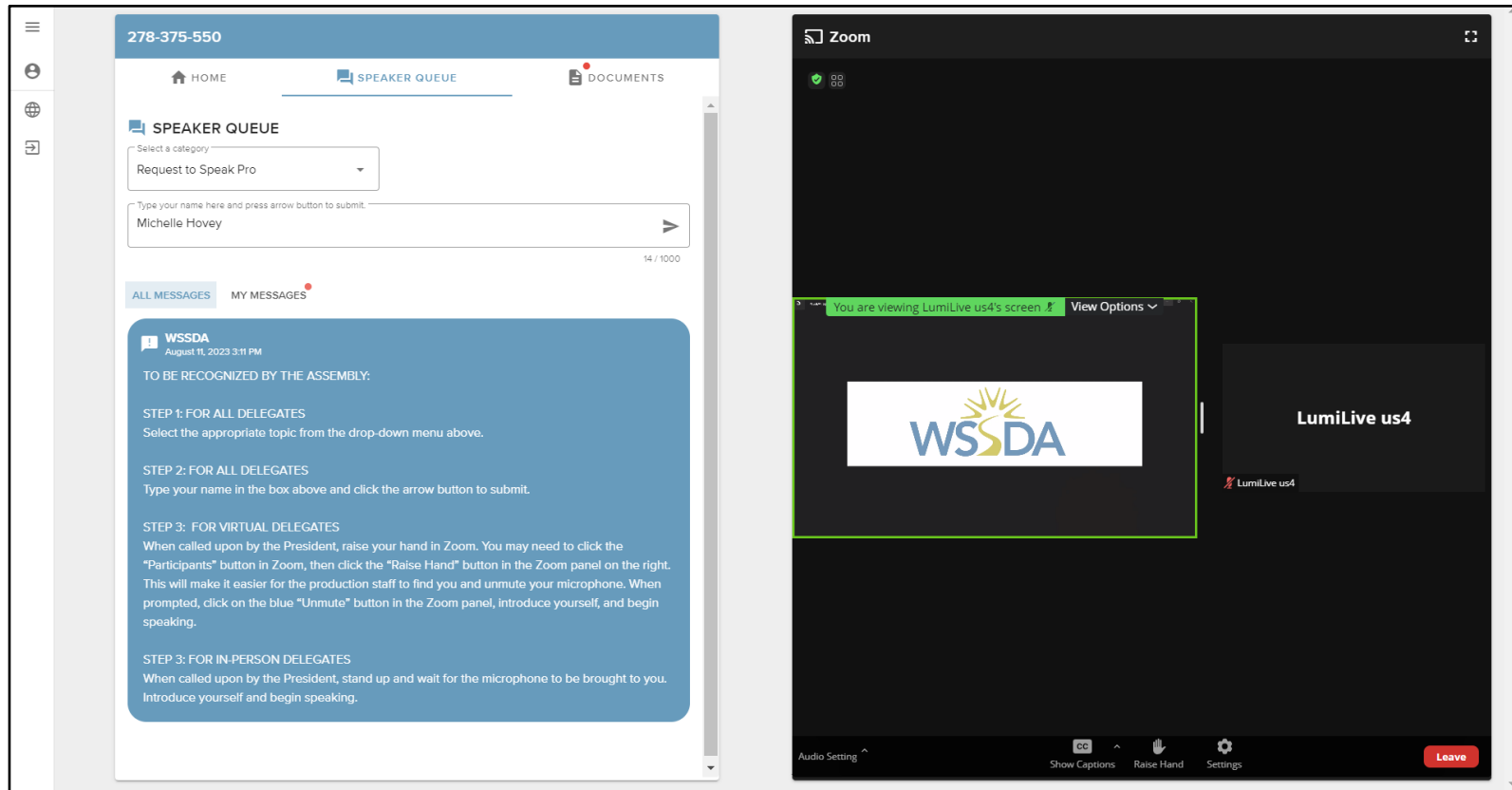
Speaker Queue



ALL ATTENDEES:
Select your category from the drop down menu.
Type in your name in the text box.
Press the arrow icon to submit.



ALL ATTENDEES: WAIT TO BE CALLED UPON



ALL ATTENDEES:
Once called upon:
In person attendees go to a microphone.
Virtual attendees raise hand in Zoom.

The image displays two side-by-side screenshots from a digital interface. The left screenshot shows the 'SPEAKER QUEUE' section of a website. At the top, there are tabs for 'HOME', 'SPEAKER QUEUE', and 'DOCUMENTS'. The 'SPEAKER QUEUE' tab is active, showing a 'Select a category' dropdown menu with 'Request to Speak Pro' selected. Below this is a text input field containing 'Michelle Hovey' and a submit arrow button. A message from 'WSSDA' dated 'August 11, 2023 3:11 PM' is displayed, containing instructions for delegates and virtual attendees. The right screenshot shows a Zoom meeting interface. A green box highlights a video feed of a screen displaying the 'WSSDA' logo. To the right of this feed is a smaller window labeled 'LumiLive us4'. At the bottom of the Zoom interface, a toolbar is visible with buttons for 'Audio Setting', 'Show Captions', 'Raise Hand', and 'Settings'. The 'Raise Hand' button, which features a hand icon, is circled in orange.

278-375-550

HOME SPEAKER QUEUE DOCUMENTS

SPEAKER QUEUE

Select a category

Request to Speak Pro

Type your name here and press arrow button to submit.

Michelle Hovey

14 / 1000

ALL MESSAGES MY MESSAGES

WSSDA
August 11, 2023 3:11 PM

TO BE RECOGNIZED BY THE ASSEMBLY:

STEP 1: FOR ALL DELEGATES
Select the appropriate topic from the drop-down menu above.

STEP 2: FOR ALL DELEGATES
Type your name in the box above and click the arrow button to submit.

STEP 3: FOR VIRTUAL DELEGATES
When called upon by the President, raise your hand in Zoom. You may need to click the "Participants" button in Zoom, then click the "Raise Hand" button in the Zoom panel on the right. This will make it easier for the production staff to find you and unmute your microphone. When prompted, click on the blue "Unmute" button in the Zoom panel, introduce yourself, and begin speaking.

STEP 3: FOR IN-PERSON DELEGATES
When called upon by the President, stand up and wait for the microphone to be brought to you. Introduce yourself and begin speaking.

Zoom

You are viewing LumiLive us4's screen View Options

WSSDA

LumiLive us4

LumiLive us4

Audio Setting Show Captions Raise Hand Settings Leave

VIRTUAL ATTENDEES: The production team will ask you to un-mute.

The image displays two side-by-side screenshots from a virtual meeting interface.

Left Screenshot: Speaker Queue

- Header: 278-375-550
- Navigation: HOME, SPEAKER QUEUE (active), DOCUMENTS
- SPEAKER QUEUE**
 - Select a category: Request to Speak Pro
 - Type your name here and press arrow button to submit: Michelle Hovey
 - 14 / 1000
- Messages: ALL MESSAGES, MY MESSAGES
- WSSDA** (August 11, 2023 3:11 PM)
 - TO BE RECOGNIZED BY THE ASSEMBLY:
 - STEP 1: FOR ALL DELEGATES**
Select the appropriate topic from the drop-down menu above.
 - STEP 2: FOR ALL DELEGATES**
Type your name in the box above and click the arrow button to submit.
 - STEP 3: FOR VIRTUAL DELEGATES**
When called upon by the President, raise your hand in Zoom. You may need to click the "Participants" button in Zoom, then click the "Raise Hand" button in the Zoom panel on the right. This will make it easier for the production staff to find you and unmute your microphone. When prompted, click on the blue "Unmute" button in the Zoom panel, introduce yourself, and begin speaking.
 - STEP 3: FOR IN-PERSON DELEGATES**
When called upon by the President, stand up and wait for the microphone to be brought to you. Introduce yourself and begin speaking.

Right Screenshot: Zoom Window

- Header: Zoom
- Status: You are viewing LumiLive us4's screen. View Options
- The host would like you to speak**
If you choose to unmute, others in the webinar will be able to hear you. If the host or panelists decide to record, livestream, or archive the webinar after you unmute, your voice will be included.
- Buttons: Unmute (highlighted with an orange box), Stay Muted
- Bottom Bar: Unmute, Show Captions, Raise Hand, Settings, Leave

An orange arrow points from a large orange button labeled **Click UNMUTE** to the **Unmute** button in the Zoom window.

SPEAKER QUEUE OVERVIEW

ALL ATTENDEES:

1. Click on the SPEAKER QUEUE tab.
2. Select your category from the drop down menu.
3. Type your name in the text box and press the arrow icon to submit.
4. Wait to be called upon by the Chair.

Once called upon by the Chair:

IN PERSON ATTENDEES: Walk to a microphone in the room, introduce yourself and begin speaking.

VIRTUAL ATTENDEES: raise your hand in Zoom. The production staff will ask you to un-mute your microphone. Click "unmute", introduce yourself and begin speaking.

Lumi Hybrid Platform

How to pass credentials



How to Pass Credentials

ALL ATTENDEES:

Only 1 voting delegate may be logged into the system at a time.

1. If you would like to pass the credentials to another member of your school board, simply give your District ID and Password to the new voting member who will be logging into the platform in your place.
2. You will automatically be logged out of the system once they log in.
3. If you are in-person and the new voting delegate is virtual, please email helpdesk.us@lumiglobal.com and inform them of the change. Lumi will need to turn on the Zoom panel so that the new virtual delegate can watch the meeting.

Thank You

