MTA

A DIVERSE UNION
of EDUCATION
WORKERS

180TH
MTA ANNUAL MEETING
MAY 2-3

COLLECTIVE POWER

REMOTE
VOTING GUIDE

Tech Specs and Instructions for the
MTA Annual Meeting virtual meeting platform

This instruction sheet is provided to help navigate the virtual platform that will be used during the MTA ANNUAL MEETING if you are attending remotely. Items such as understanding how to log in to the virtual meeting platform, how to join the speaking queue, and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the ANNUAL MEETING and invite you to also join the **Live Delegate Orientation on Monday, April 28, 2025 from 5:30-7:30pm ET**.

## Requirements for attending virtually/remotely:

- It is recommended to join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile phones, such as iPhones/Androids or iPads and tablets, may offer functionality, but are not recommended. Please only use as a last resort, and we cannot offer assurance that they will work as intended.
- It is recommended to use Chrome internet browser.
- New Edge (Chromium) and Firefox are also supported browsers.
- Do not use 'Legacy' Edge, Internet Explorer or Safari.

Step #1: Click the Virtual Meeting Link from the email sent to you:

- Please click on the meeting link in the email you receive from MTA to access the virtual meeting: **https://m.lumiconnect.com/200-436-332-340**

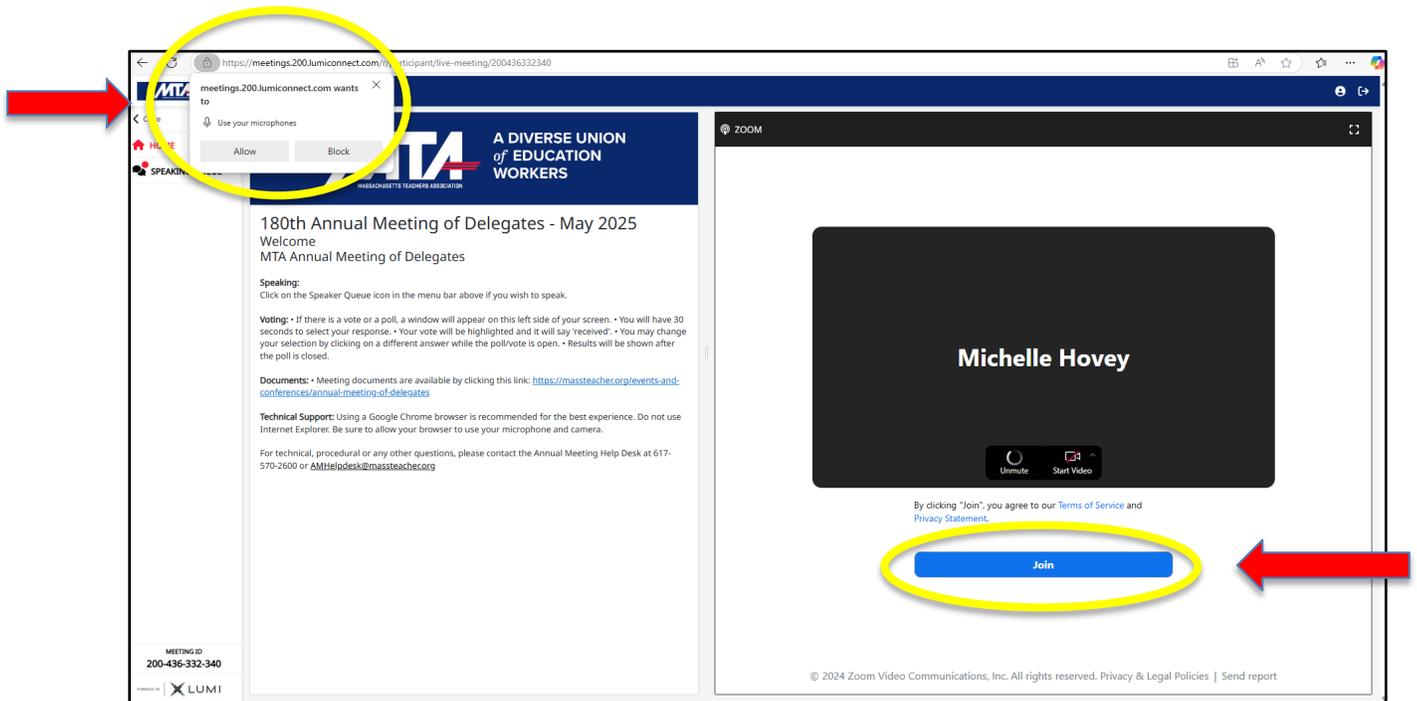## Step #2: Log in to the Virtual Meeting platform:

- ○ Your Delegate Code will be emailed to you. Enter it in the top box
- ○ Type the password in the bottom box
- ○ Click SIGN IN
- ○ Password: **mta2025** (*all lower case, no spaces*)
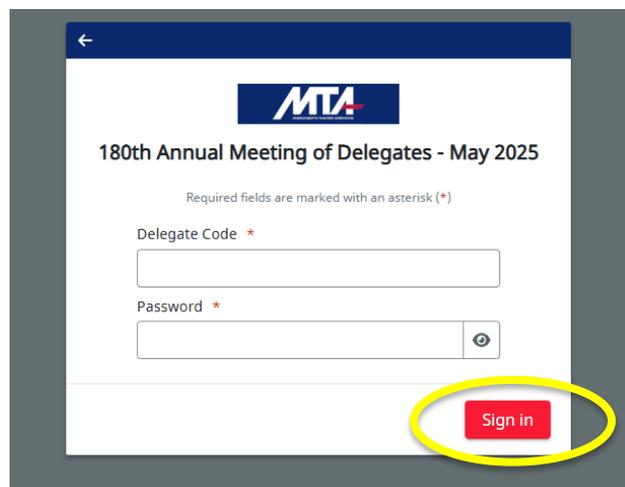
Step #3: Connect to Zoom

- After logging in to the virtual meeting platform, you must give Zoom permission to use your camera and microphone inside of the Lumi virtual meeting platform.

- If you do not receive the above pop-up box, **CLICK the lock icon** next to the browser tab

- **Then CLICK ALLOW** from the white pop-up box in the upper left-hand corner of your screen. *You will only see this white pop-up box the first time you log in. Your web browser will remember these settings the next time you log in to the virtual meeting platform.*

- After you have given your browser permission, click the blue **JOIN** button to connect to the Zoom Meeting.

- You will then be able to see and hear the proceedings of ANNUAL MEETING in the Zoom panel on the right side of your screen.

Virtual Meeting Page Layout

Left side Lumi panel:	Right side Zoom panel:
Use for: • Viewing Instructions/General Information • Entering the speaking queue • Voting on motions & elections • Viewing documents	Use for: • Viewing/listening to meeting proceedings • Raising your hand to speak *after* being called on by the Chair. • Enabling audio to participate in the discussion, after being called on by the Chair.

Configure your platform (optional)

After logging in to the virtual meeting platform, you can make a few adjustments for a better viewing experience:

- Click on the three lines in the upper left-hand corner to minimize the left menu bar.
- Change the View to "Standard" for a larger image of the slides that are being shared
- You can hide the thumbnails of the other people in the zoom. Hover over a participant's name/image, click the three white dots and select "Hide non-video participants".
- If you want the entire right-hand Zoom in full screen - click on the white square box in the upper right-hand corner to maximize the Zoom panel. (Click the x in the upper right corner to minimize again.)
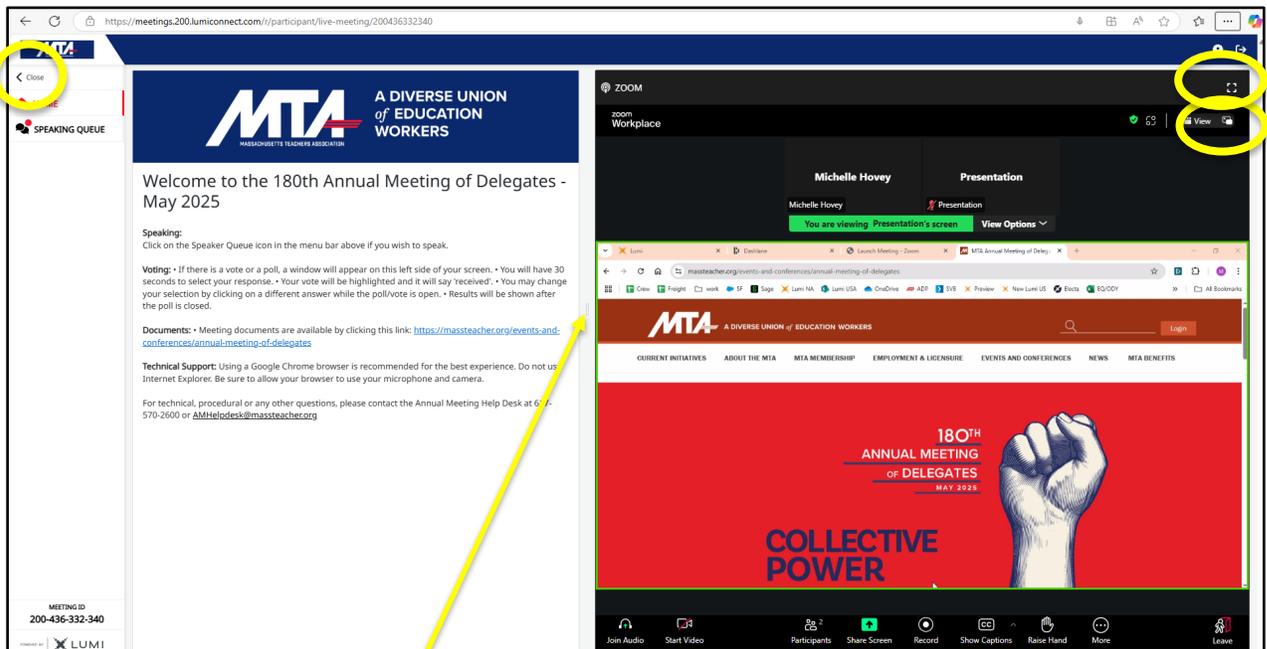
You can click and drag the center bar to the left to make the Zoom window larger.

How to Join the Speaker Queue

- Click the Speaker Queue icon in the top menu bar.
- Review the list of action terms below the text box.
- Type the appropriate action term in the text box and hit the arrow button to send your request to speak into the queue.
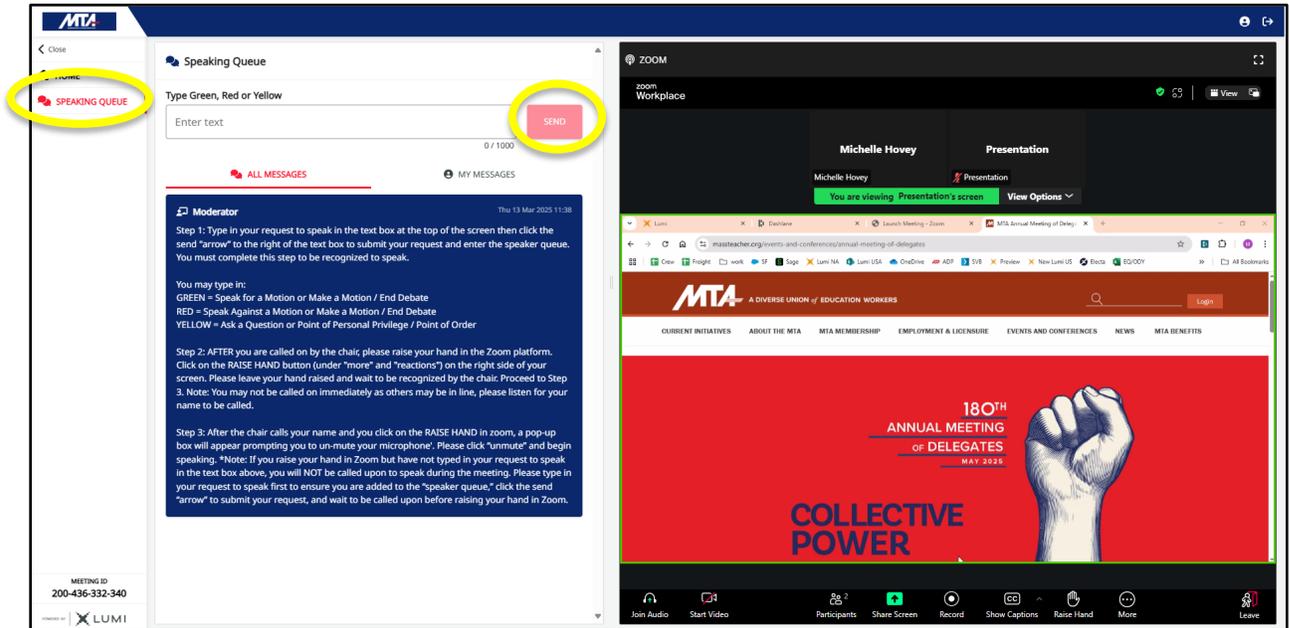

How to Speak:

When you are called upon to speak, then raise your hand in the Zoom Platform. To do this:

- Click the "Raise Hand Button"
- Alternative Click the "More" button and then the "raise hand" button or
- Alternatively click "Participants" then "raise hand"
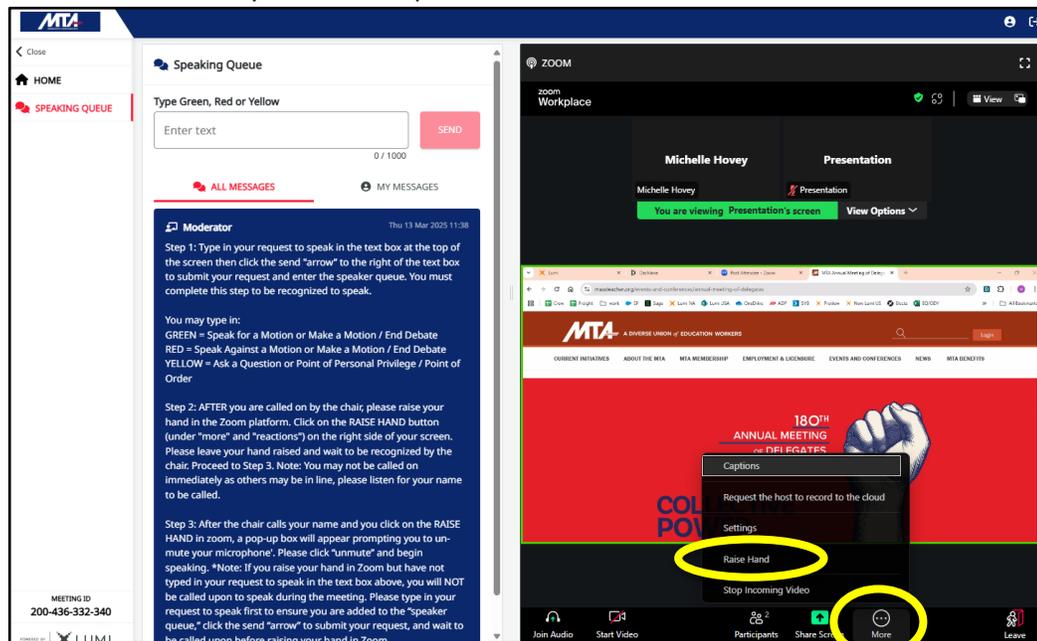
UNMUTING:

- The regular "microphone" button will be disabled and will <u>not</u> allow you to unmute yourself.
- Once the production staff have enabled your microphone, you will receive a pop-up message in the Zoom panel prompting you to unmute your microphone.
- Click on the blue UNMUTE button, then announce yourself and begin speaking. You may turn on your camera if you wish to be seen.
- Once you are done speaking, the production team will mute your microphone and lower your hand in the Zoom. You will see a note on your screen that "The host has muted you."
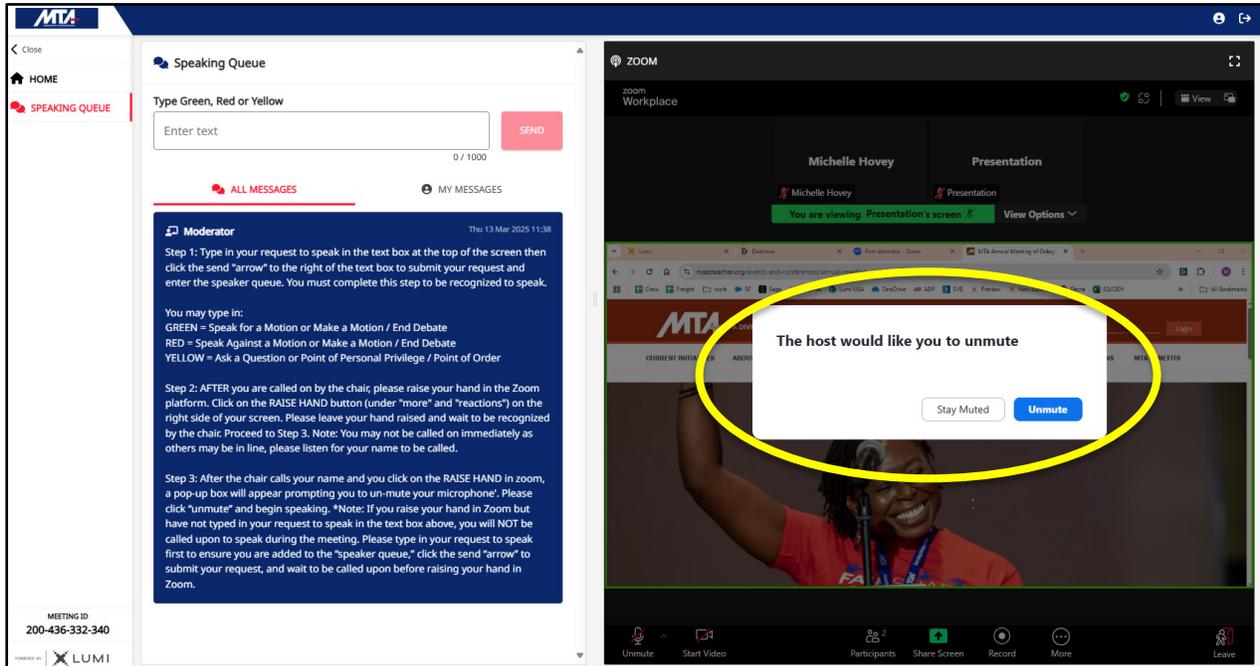

Microphone Troubleshooting

When you are speaking, you will see the microphone icon in the lower left Zoom turn green.

If you cannot be heard while speaking, click on the padlock icon from your web browser (just to the left of where you would type in a web address) to bring up an options menu.
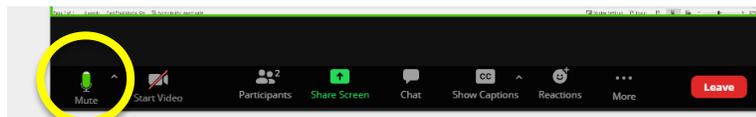
After clicking on the padlock icon, you will see a pop-up menu - make sure it says **ALLOW** next to microphone.

If you still cannot be heard, please refresh your browser by clicking on the circular arrow button to the left of where you would type in a web address.
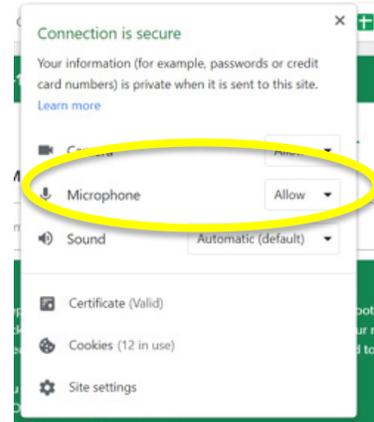
How to Vote:

When a vote is opened by the Chair, it will automatically appear on your screen.

- To cast your vote, simply click/touch your choice and it will be highlighted.
- You will see confirmation text of your vote on screen as well.
- To change your vote, simply click/touch a new selection and you will see confirmation of the new selection on your screen.
- You will not see a send/submit button, unless you are voting on a multi-seat election.
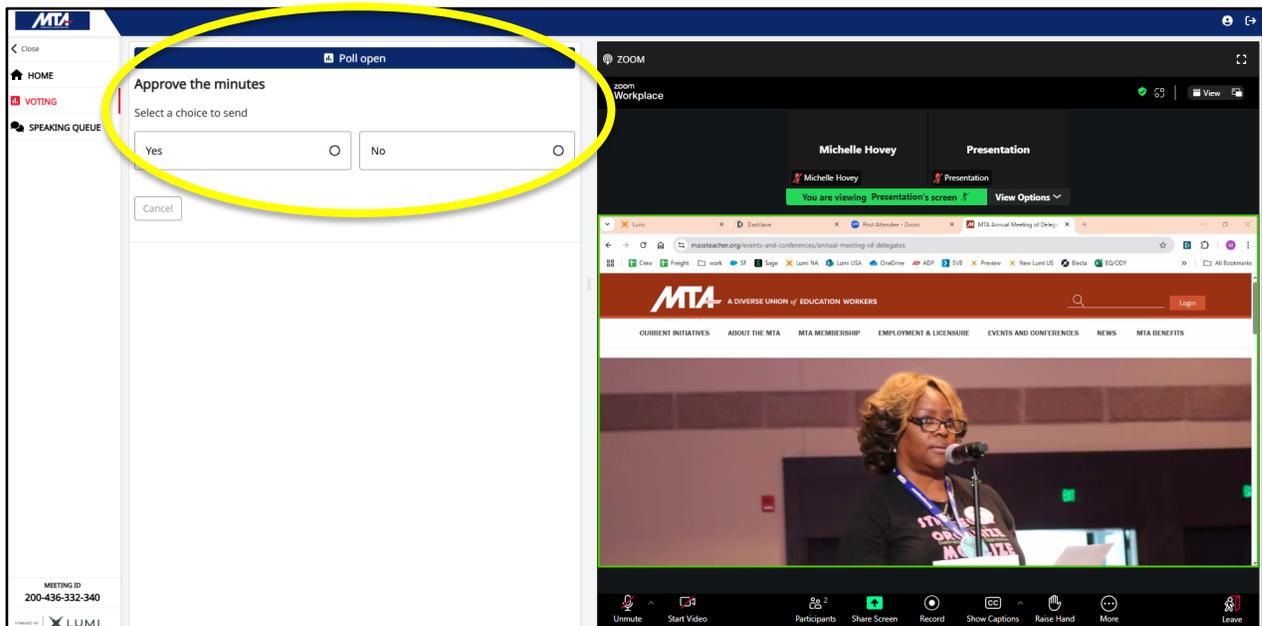
Best Practice Tips for Virtual Attendees

The following are tips to prepare for the best virtual meeting experience:

- Virtual attendees must join the meeting on a **desktop** or laptop **computer;** do not join on a mobile device.
- We recommend using **Chrome** web browser for the best experience. New Microsoft Edge and Firefox are also supported browsers.
- Do not use Internet Explorer, Safari or Legacy Edge.
- If possible, connect to the Internet via an Ethernet cable. If using Wi-Fi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Getting Connected Tips for Virtual Attendees

The following are tips for getting connected to the virtual meeting:

- ❑ Log in to the platform 30 minutes before the meeting start time.
- ❑ Log in to the platform during the Test Your Tech time to test your log in credentials and speakers.
- ❑ Check your internet connectivity
- ❑ Familiarize yourself with Zoom:
  - o If your internet is not stable enough to stream the Zoom meeting, you can click on the "**Phone Call**" option instead of the "Join Computer Audio" button. This will give you the phone number to call into the Zoom meeting to listen to the audio stream on your telephone. You will still participate in the voting and speaker queue in the virtual platform on your laptop. You will simply listen to the meeting on your telephone. *Scroll down in the list of phone numbers to find the Toll-Free options.*
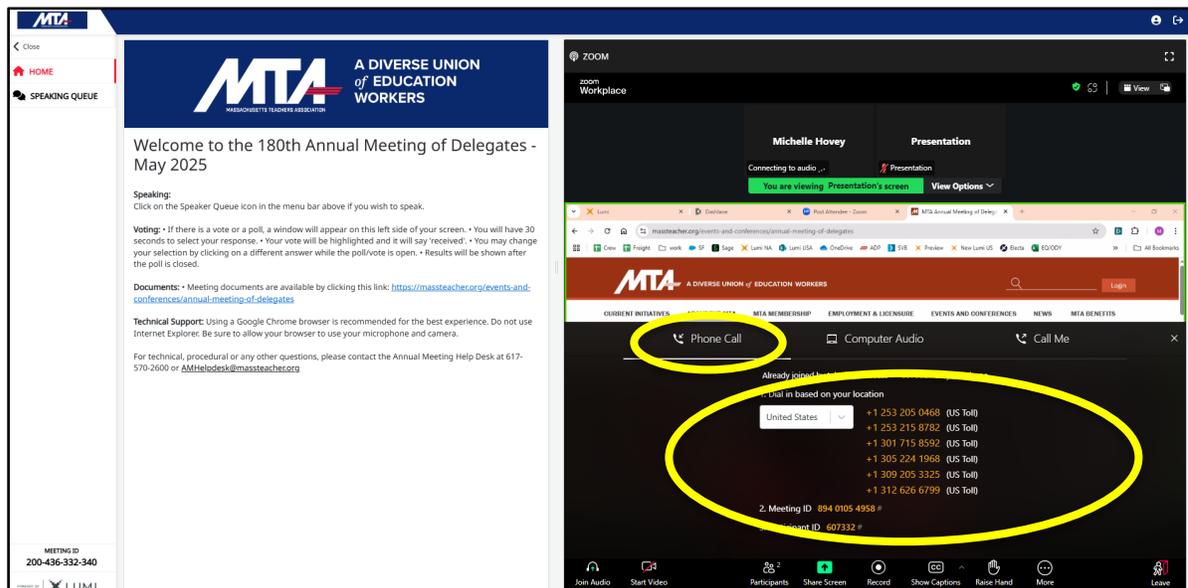
- If you have already joined Computer Audio but would like to call in on the phone instead, click on the up arrow button next to "Audio Settings" from the lower left-hand corner of the Zoom panel.
- You will see a menu pop up and you can then select "Leave Computer Audio" and then select the "Phone Call" option instead.

Test Your Tech Session

- We have scheduled a designated time for all virtual attendees to practice logging in to the virtual platform, connecting to the Zoom meeting and testing your speakers.

  Monday, April 28, 20225 5:30pm – 7:30pm Eastern Time
  - Link: **https://m.lumiconnect.com/200-436-332-340**
  - Username: Your unique Delegate Code (emailed to each remote delegate)
  - Password: mta2025 (all lower case, no spaces)

FAQs

- **What is my username / password to log in to the Lumi platform?**
  Go to: **https://m.lumiconnect.com/200-436-332-340**
  Enter the Delegate Code emailed to you by MTA
  Enter the Password: mta2025 (all lower case, no spaces)

- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**
  No. Delegates are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform.

- **What if two of us are watching together at home?**
  Both parties may watch on the same device to watch the Zoom feed, but each party will need their own device to vote. If you will speak during the meeting, please make sure to mute the audio connection on the other device with the Zoom meetings, as not to cause feedback.

- **Which browsers are supported for virtual attendees at home?**
  It is recommended to use Chrome.
  New Edge (Chromium) and Firefox are also supported.
  Do not use 'Legacy' Edge, Safari or Internet Explorer.

Technical Assistance Troubleshooting

For questions and/or technical support, please contact the MTA Helpdesk at **617-570-2600 or AMHelpdesk@massteacher.org.** This Helpdesk will be staffed during meeting hours and the Test Your Tech session.