

## District Conference 2025 Participant Information Package

**Meeting Date:** May 30, 2025

**Meeting Time:** 8:30am – 3:00pm

**Meeting Room Opening Time:** 8:15am

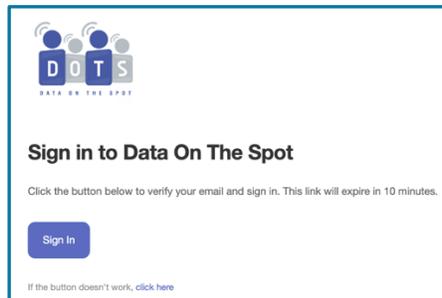
**Location:** DOTS Platform via Zoom

Thank you for your participation in the upcoming District Conference on May 30, 2025. The Western District Office is committed to ensuring a seamless and successful experience for all attendees. To support your preparation, we have compiled a list of helpful tips to assist you in getting ready for the event.

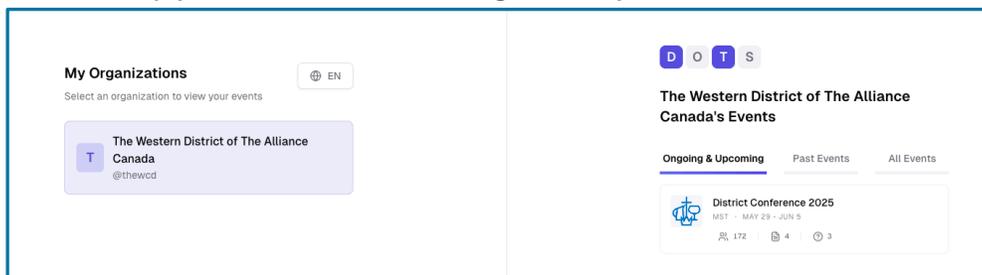
**For all registered licensed workers and lay voting delegates:** You should have received the email with your voting credentials. Please ensure you have read the email and followed the instructions to activate your credentials and participate in your test vote prior to Thursday May 29 by 12:00pm NOON.

**For friends and family attending the event:** Please click on this link:

<https://www.dotsconnect.live/sign-in>, login with the email you received this message from, please select 'Send Magic Link' and check your email. You will receive something like this below. Click 'Sign In'.

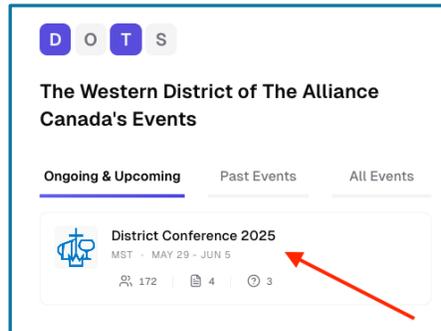


Once you have set up your attendance / voting status, you should see the screen below:

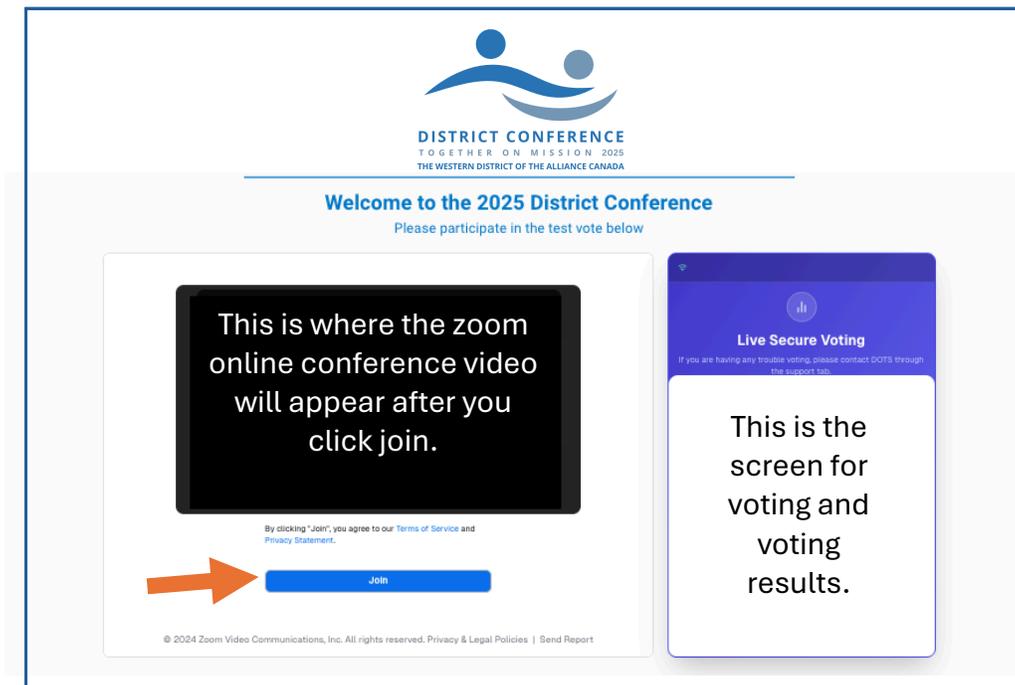


## **DAY OF DISTRICT CONFERENCE FRIDAY MAY 30 (ROOM OPEN AT 8:15AM)**

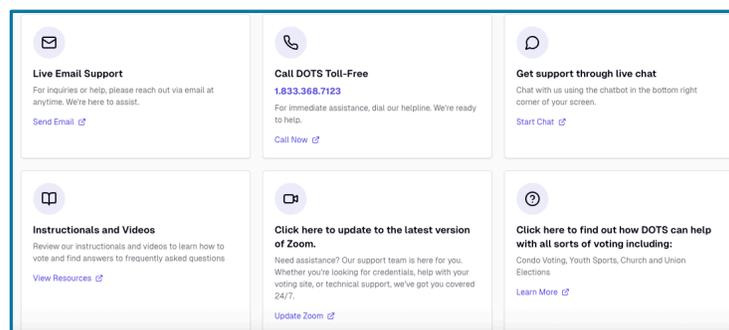
To enter the conference on May 30, please click the on the event directly:



Once you are in the conference area, click join to enter the conference:



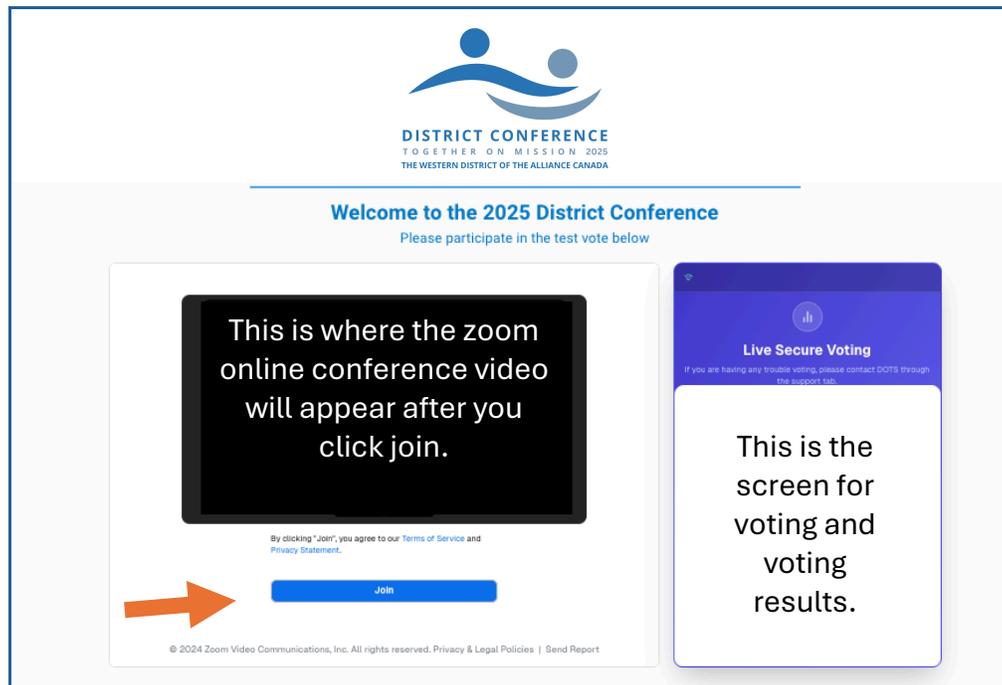
You will also note the different ways to access help at the bottom of the page should you have trouble with your sound, video, or voting access. This service is available for the entire event.



## For those who are in watch parties with others in the same room:

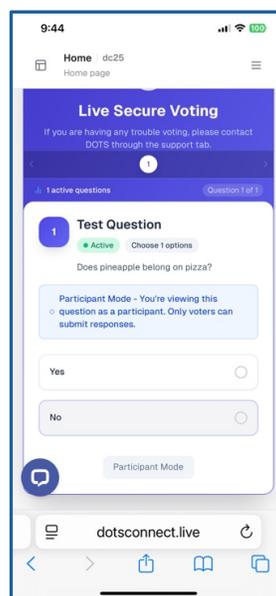
**One of you** will have to choose to host the event with your link for watching.

Once you are in the conference area, click join to enter the conference:

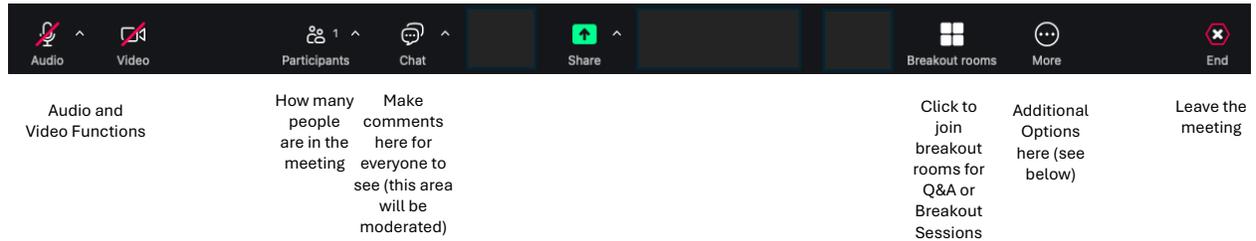


Once you are in the zoom room, maximize the screen ↗ for viewing. Please ensure all other devices' sound / microphones are turned off to ensure there is no echo in the room.

For all voting members in the room, you can log into <https://www.dotsconnect.live/sign-in> from your phone / tablet / devices and use that only for voting purposes. (remember to turn off your sound / microphone)

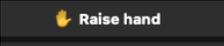


## Functions for the zoom meeting:



### Voting:

During the meeting, if you wish to participate and be a mover or seconder for a motion, please use

the 'raised hand' function. Look for the 3 dots icon on the bottom of your screen.  click on 'reaction' and choose the 'raise hand' icon. 

### Q&A Sessions:

For those who might wish to participate with the Q&A sessions, you will need to access the breakout room to ensure your video and sound quality before being on screen during the meeting. Please look out for instructions from the Moderator during the meeting and note the 'Breakout

rooms' icon. 

### Breakout sessions:

Same icon as above, click and choose to join a room to enter based on theme and title and join the room for discussion time. 

### Other notes:

- Varying screen sizes may affect what icons you are able to see and if you cannot find one, it will be under the **More** icon. 
- If you are hearing an echo, you should ensure that you have not joined the Zoom from multiple tabs on your device. You can also easily mute/unmute yourself or turn on/off your video by clicking the microphone  and video  icons respectively.
- If you will be speaking and your microphone/camera isn't working, you need to check your browser's permissions to make sure you've allowed DOTS Connect to access your microphone and camera (most browsers will have a popup to ask users to give permission when they join).
- For full screen function  - you will typically find it on the top right corner of the zoom screen itself but when it is time to vote you will need to exit out of full screen to see the voting functions.
- **If you are having any trouble getting into the site or registering, please call DOTS directly at 1-833-368-7123.**