

## **BUSA AGM 2020 - Guidance for Members**

In light of the current COVID-19 outbreak and following the cancellation of the 2020 BUCS Team Racing Championship, the 2020 BUSA AGM will be held online.

**Date:** Tuesday 14<sup>th</sup> April 2020

**Time:** 7.00pm

It is requested that a minimum of **one person** from each affiliated University Sailing Club joins the call. A maximum of **two people** from any club may attend.

### **Next Steps - Prior to the Meeting**

**31<sup>st</sup> March 2020:** All relevant documentation emailed to club commodores/presidents.

Please read this information thoroughly.

Please **complete the Google form** included in this email. This requires the details of your club representative(s) who will dial into the meeting. It is also your opportunity to submit any questions or feedback, either for the nominated 2020-21 committee candidates or regarding the proposals to be discussed at the meeting.

**13<sup>th</sup> April 2020:** **12 noon deadline** to submit your completed Google forms.

### **On the Day**

Please join the meeting using this link:

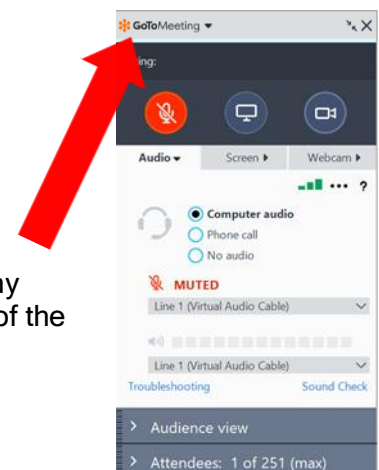
<https://global.gotomeeting.com/join/419703765>

You will be required to **download the Go To Meeting app**. This is completely **free** and very straightforward. We strongly recommend that you download it in advance via this link:

<https://global.gotomeeting.com/install/419703765>

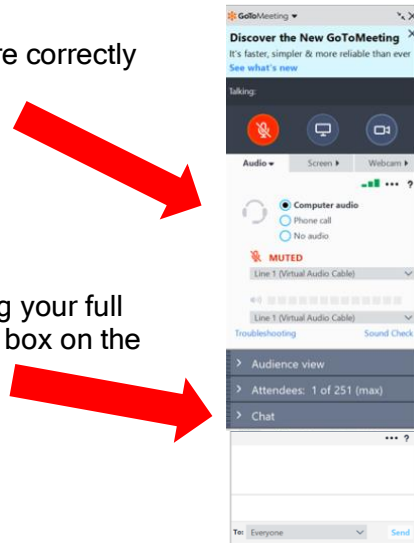
You will be asked to enter a display name when you first download the app. Please set this as your **full name + university** (eg. John Smith Birmingham).

If you have already downloaded the app and need to edit your display name, you can click the "GoToMeeting" drop down menu at the top of the control panel on the right hand side of your screen:



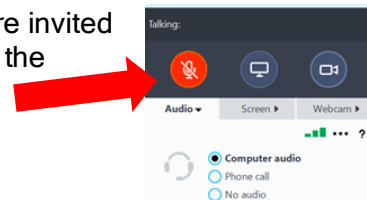
'Audio' - Check your headset/speaker and microphone are correctly listed. Do a **sound check** if you are unsure.

We will then ask you to **register your attendance** by typing your full name and university in the chat. This can be found in the box on the right-hand side of the screen.



**Guidance:**

- Please ensure your **microphone is muted** unless you are invited to speak. You can mute/unmute yourself by clicking on the microphone icon. Orange is muted, grey is unmuted.



- Please **do not switch your camera on** unless invited by the Chair to do so - this will help to reduce Internet demands.
- If at any time you have a question, or would like to speak, please **type in the chat**:
  - Your name
  - Your question/feedback topic
  - Who this is aimed towards
- The Chair will then **invite you to speak** as soon as appropriate.
- Please **do not speak until invited** to do so.

**Voting:**

During the meeting, a link to a **Google form** will be shared within the chat.

You will be directed when to click on this link and submit your votes. Each University Sailing Club is only permitted to **one vote per representative** (maximum of two).

**Questions/Issues?**

If at any point you have any questions or are experiencing issues accessing the meeting, we ask that you send a message via our Facebook page and we will do our best to help -

**British Universities Sailing Association**

[www.facebook.com/busamedia](http://www.facebook.com/busamedia)