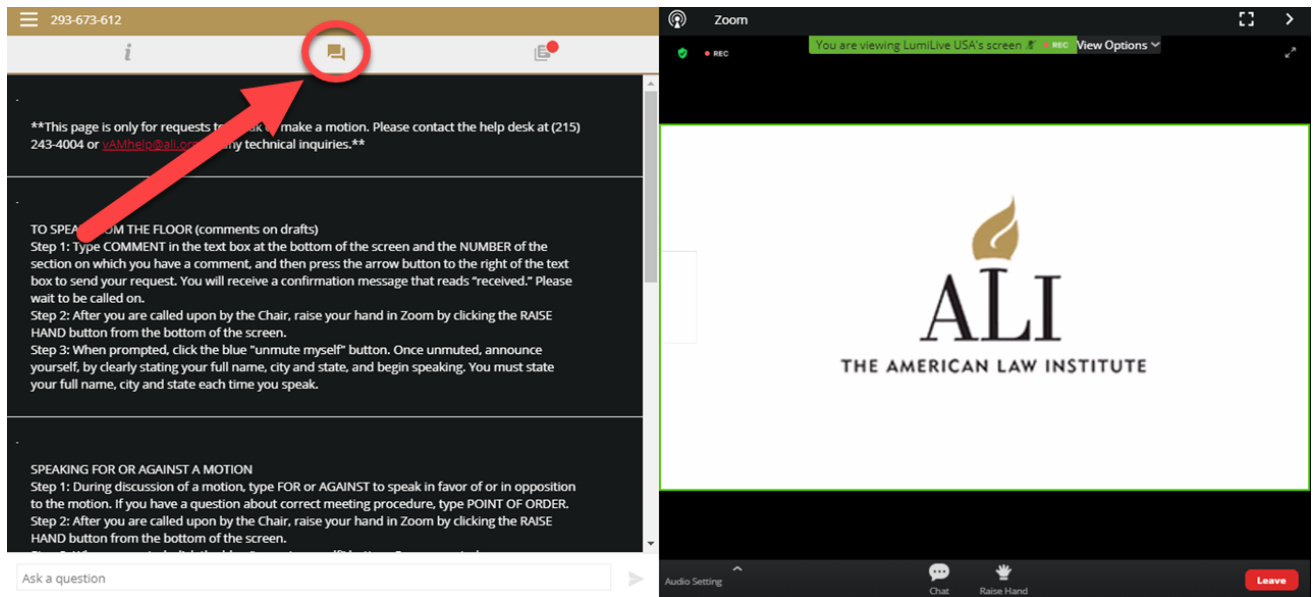
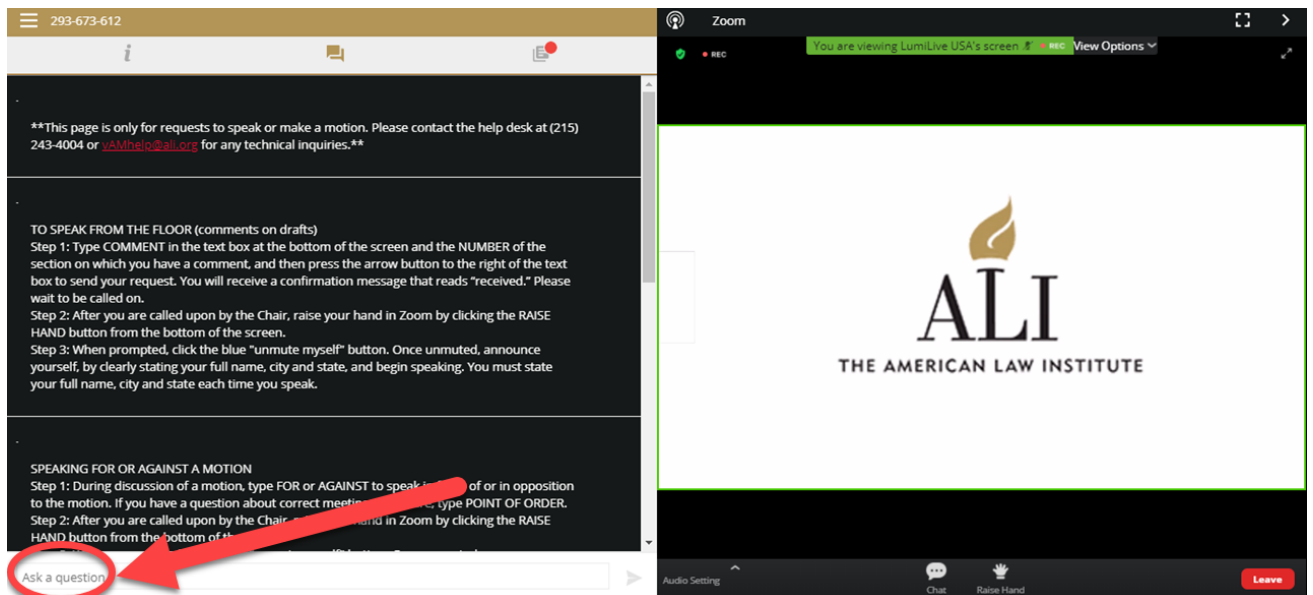


REQUESTING TO SPEAK AT THE VIRTUAL ANNUAL MEETING

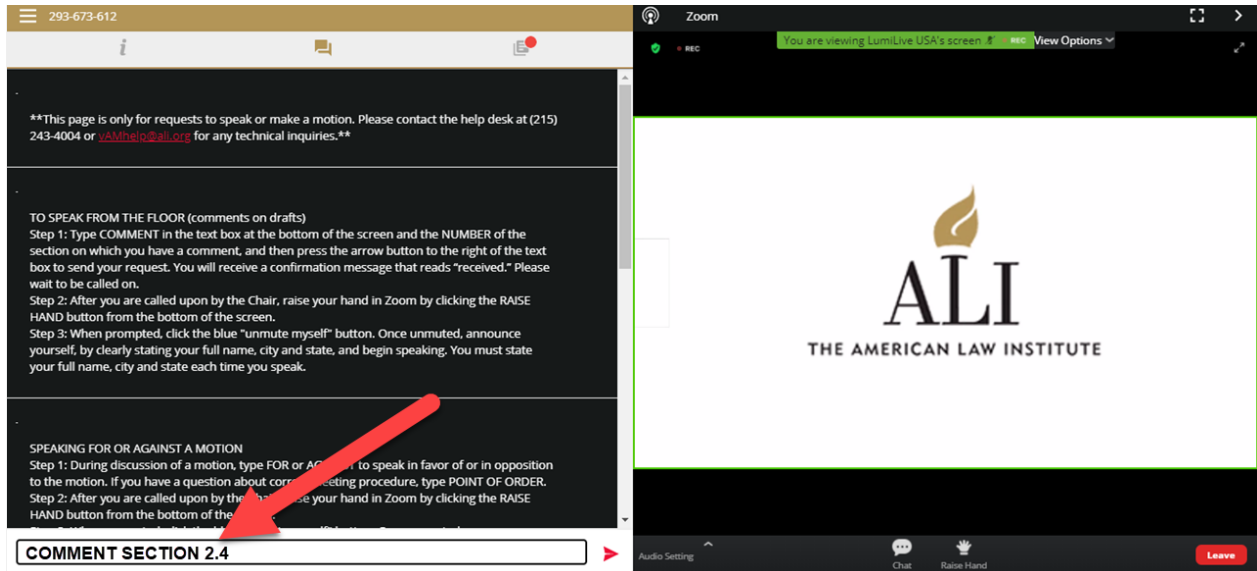
1. Look on the left side of your screen for the Annual Meeting information and other controls. If you do not see the left side of your screen please call the helpdesk for assistance.
2. On the left side of the screen, click on the center icon at the top; it looks like two cartoon speech balloons.



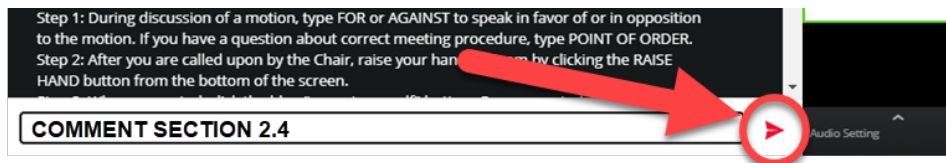
3. At the bottom of that window you should see a box with text that reads "ask a question."



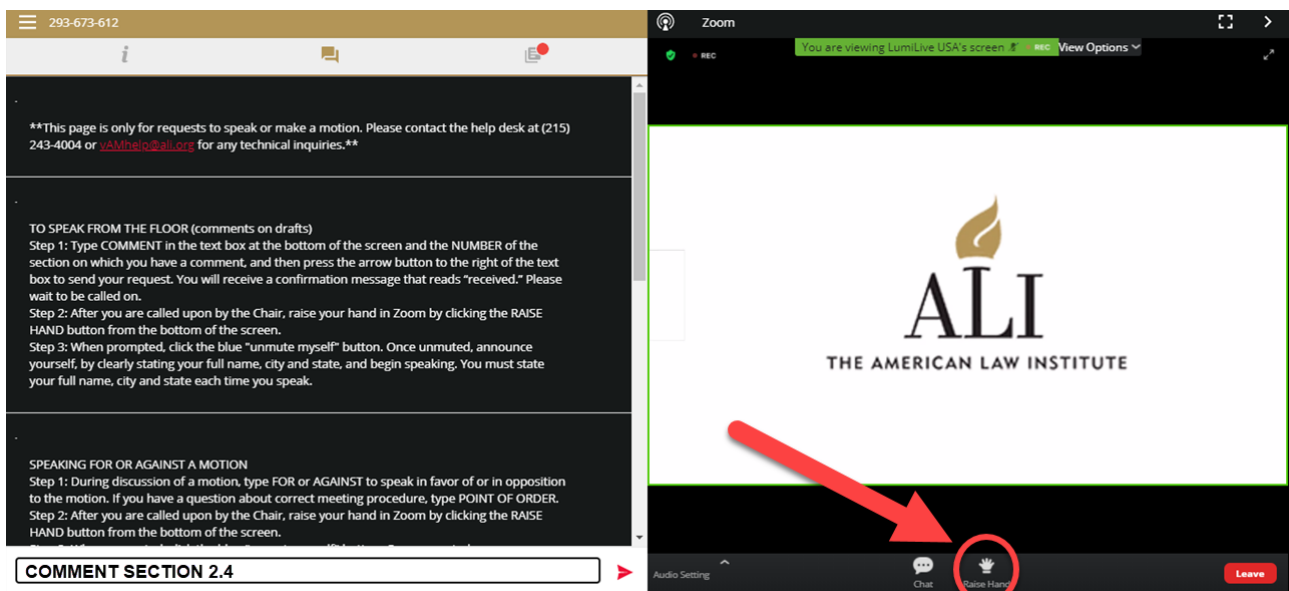
4. Click in the box and type “COMMENT” and the Section number about which you would like to comment.



5. Click on the small arrow to the right of the text box. You are now in the speaker queue.



6. Listen for the Chair to call your name. The Chair will then ask you to raise your hand in Zoom. Go to the right side of screen (this is the Zoom side) and click on the Raise Hand button at the bottom of the screen.



7. Once you raise your hand, the AV technician will prompt you to unmute your microphone. Unmute your microphone and you will be able to speak.

PLEASE NOTE: IF YOU RAISE YOUR HAND IN ZOOM WITHOUT FIRST COMPLETING STEPS 1-5 ABOVE, THE CHAIR CANNOT SEE THAT YOU WISH TO SPEAK. PLEASE DO NOT RAISE YOUR HAND IN ZOOM BEFORE YOU ARE CALLED ON TO DO SO.