

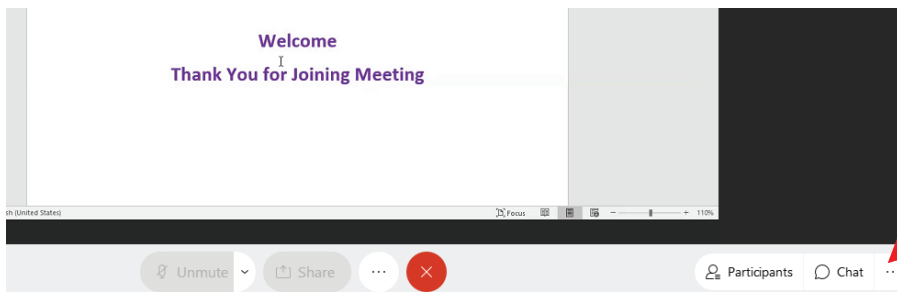
# Ways To Participate in the Virtual Meeting (AGM)

Three Simply ways:

- 1) Chat Portal
- 2) Q & A Portal
- 3) Raise of Hands

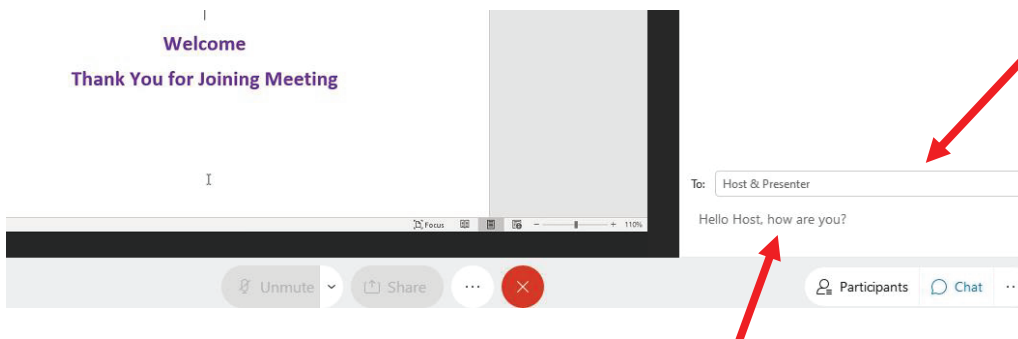
## Chat Portal

### Step 1 – On Joining The Meeting



**Click CHAT:**  
located at the  
bottom right of  
your screen

### Step 2 – Time To Chat



In the Dropdown  
menu, **Select Host  
& Presenter**

Type in your question, comment,  
or observation and Press Enter.

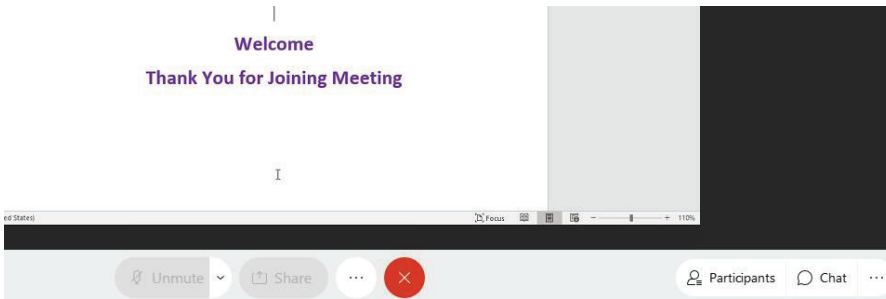
The Chairman of the meeting will  
respond to your CHAT.



**The Trinidad and Tobago  
Fire Service Credit Union**

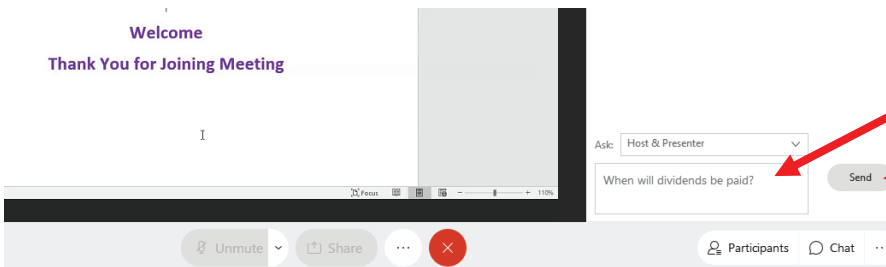
# Q & A Portal

## Step 1 – On Joining The Meeting



Click the four Dots – located at the bottom right of your screen (Next to Chat symbol)

## Step 2 – Time to Ask Your Question



Type in your question, comment, or observation and then Click Send.

Be brief with your questions.

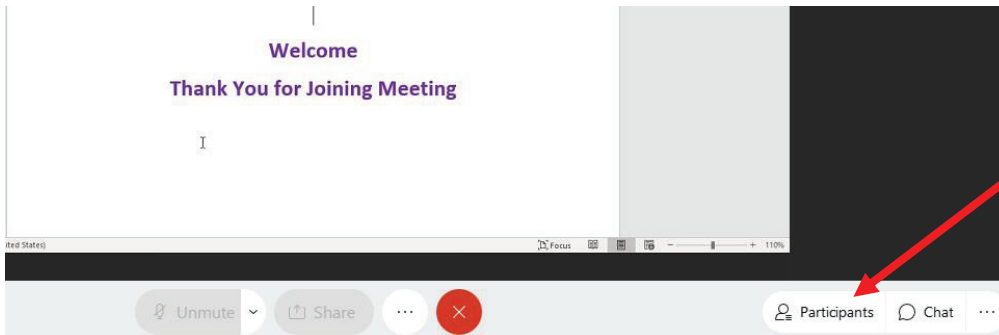
The Chairman of the meeting will respond to your Question.



**The Trinidad and Tobago  
Fire Service Credit Union**

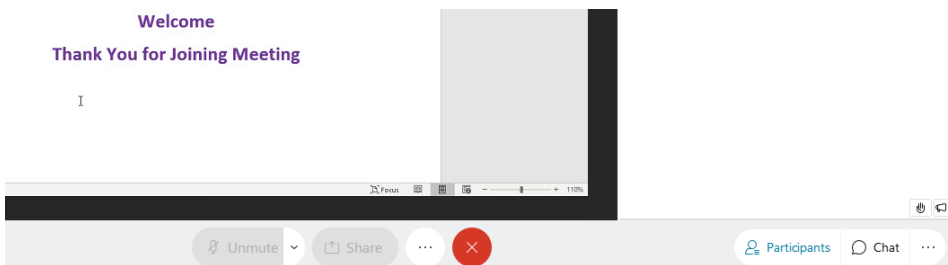
# Raise of Hands

## Step 1 – When You want to Participate



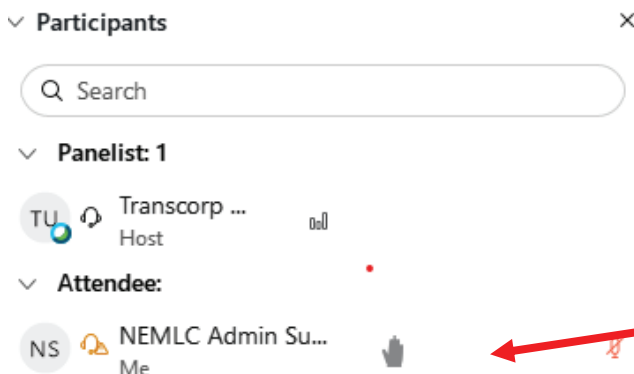
Click on **Participants** - located at the bottom right of your screen

## Step 2 – Identifying the Hand Symbol



Once you **Click on the Raise of Hand symbol**, the System will notify the Host that you wish to ask a Question.

## Step 3 – Raising of Hand – Indicator that you want to ask a Question



Once you **Click on the Raise of Hand symbol**, the System will notify the Host that you wish to ask a Question.



## Step 4 – Inviting You to Speak at Meeting – Unmuting Your Mic

Participants ×

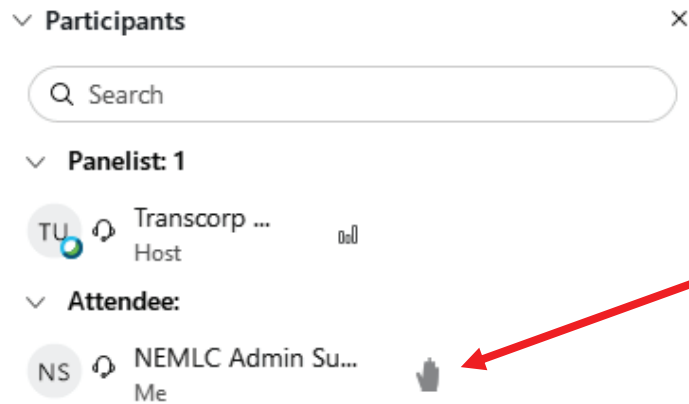
Q Search

Panelist: 1

TU Transcorp ...  
Host

Attendee:

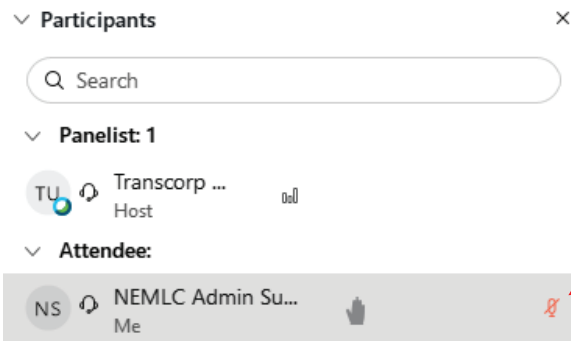
NS NEMLC Admin Su...  
Me



At the appropriate time, the Host will indicate to the Chairman that you wish to speak at the Meeting. The Chairman will acknowledge you and the Host will unmute your mic for you to ask your question or make a comment. Kindly ensure that there is no background noise in your surroundings, which can disrupt the meeting. If there is background noise, the Host will Mute your microphone.



## Step 5 – Muting Your Mic after you finish Speaking



Participants

Search

Panelist: 1

- Transcorp ... Host

Attendee:

- NEMLC Admin Su... Me

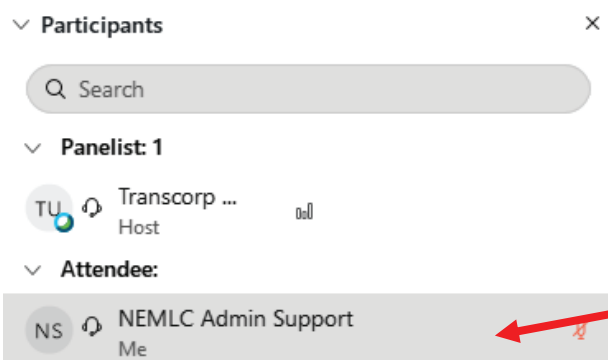
The screenshot shows a Zoom participants list. Under the 'Attendee' section, the user 'NEMLC Admin Su...' is highlighted. A red hand icon is visible next to their name, indicating they have their hand raised. A red arrow points from the text box to this icon.

When you finish your Contribution, the Host will Mute your Microphone – Your Microphone indicator will turn Red.

When you finish Speaking, we ask that you Click on the Hand Symbol so you can remove the Raise of Hand indicator to avoid the Host from unmuting your microphone again.



## Step 6 – Muting Your Mic after You finish Speaking



Participants

Search

Panelist: 1

- Transcorp ... Host

Attendee:

- NEMLC Admin Support Me

The screenshot shows the same Zoom participants list as in Step 5. The user 'NEMLC Admin Support' is still highlighted, but the red hand icon next to their name has disappeared. A red arrow points from the text box to the user's name.

Once you click the Hand Symbol, the Raise of Hand Indicator will disappear.