

# 2022 House of Delegates

## Check List for Delegates/Alternate Delegates

*A few things to keep in mind for both on-site and in-person delegates/ alternate delegates as you prepare to participate in the 2022 House of Delegates meeting to ensure your success!*

### ➤ **Training**

All participants are expected to participate in one of the live training sessions for Meeting Pulse, (the platform PAMED will use to allow participants both in-person and virtual to make motions and take part in the business of the HOD).

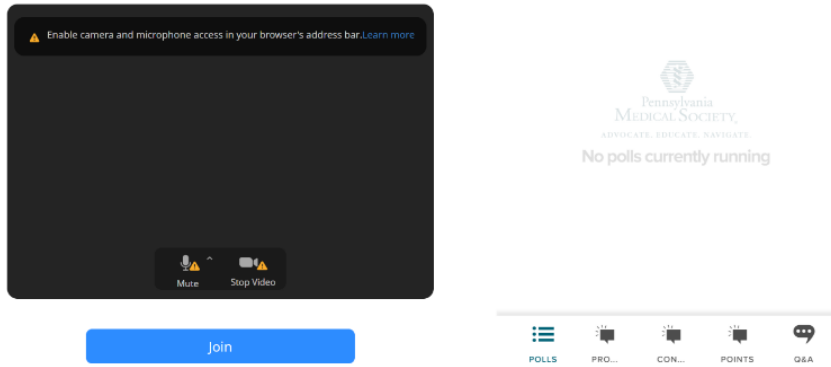
- Your personal code to access the meeting has been emailed to you. The email (Subject line: Confirmation Information for HOD Training) looks like this and will include the link to access the training:



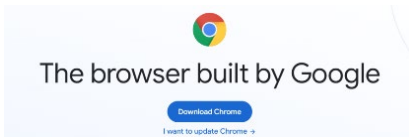
**Please keep this handy. You will need it to access the training.**

- You can log in anytime prior to the training to ensure your ability to access the meeting. While you won't be able to join the meeting until your scheduled time, logging in prior to the meeting will allow you to know that you can access the platform. You have succeeded if you see this:

## Join Meeting



- Please note that you will not be on video.
- Ensure your laptop or tablet is up-to date and reliable. Use of cell phones is not recommended for the training or the HOD meeting. All participants, regardless of attendance in person or participation virtually will need to log in and use their device to vote on resolutions, make motions, and participate in the business of the house of delegates.
- As the Chrome browser is recommended for the best user experience, please make sure you have a current version of Chrome loaded on your laptop well before the training and HOD meeting. Click [here](#) to download a current version of Chrome browser.



- Ensure that you have your device's charger or back-up power source available in the location you're participating in for the training and the HOD meeting.
- While it is expected that you participate in the live training, you may access the recorded training by clicking on "Resources/ORB" at [www.pamedsoc.org/HOD](http://www.pamedsoc.org/HOD) following the live training. Look for this icon:



**Prior to and during the HOD meeting, should you encounter technical difficulties accessing the meeting, please contact technical support at 800-556-7850 to leave a voicemail.**

➤ **Elections – How you will vote during the HOD**

- During registration, you were asked for a cell phone number. You will receive a text on that cell phone inviting you to vote in the elections. Please be sure you have that cell phone with you regardless of being in person or accessing the meeting virtually.
- To access election information, please go to the [HOD site](#) and click on the Elections box.

➤ **Meeting Materials**

All resolutions and reference committee reports are found on the [House of Delegates website](#).



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