



Be Heard!
PAMED HOD

Checklist for Voting Delegates & Ex Officios Participating Virtually

*Check these items off of your list **now** to ensure success for the 2022 HOD Meeting!*

- 1 Use the most current version of [Chrome](#) as your browser**
- 2 Make certain you are using the most current version of [Zoom](#)**
- 3 Ensure that you are comfortable with Meeting Pulse (the way all participants will make extractions, vote on resolutions, motions, points, and get in line to testify)**

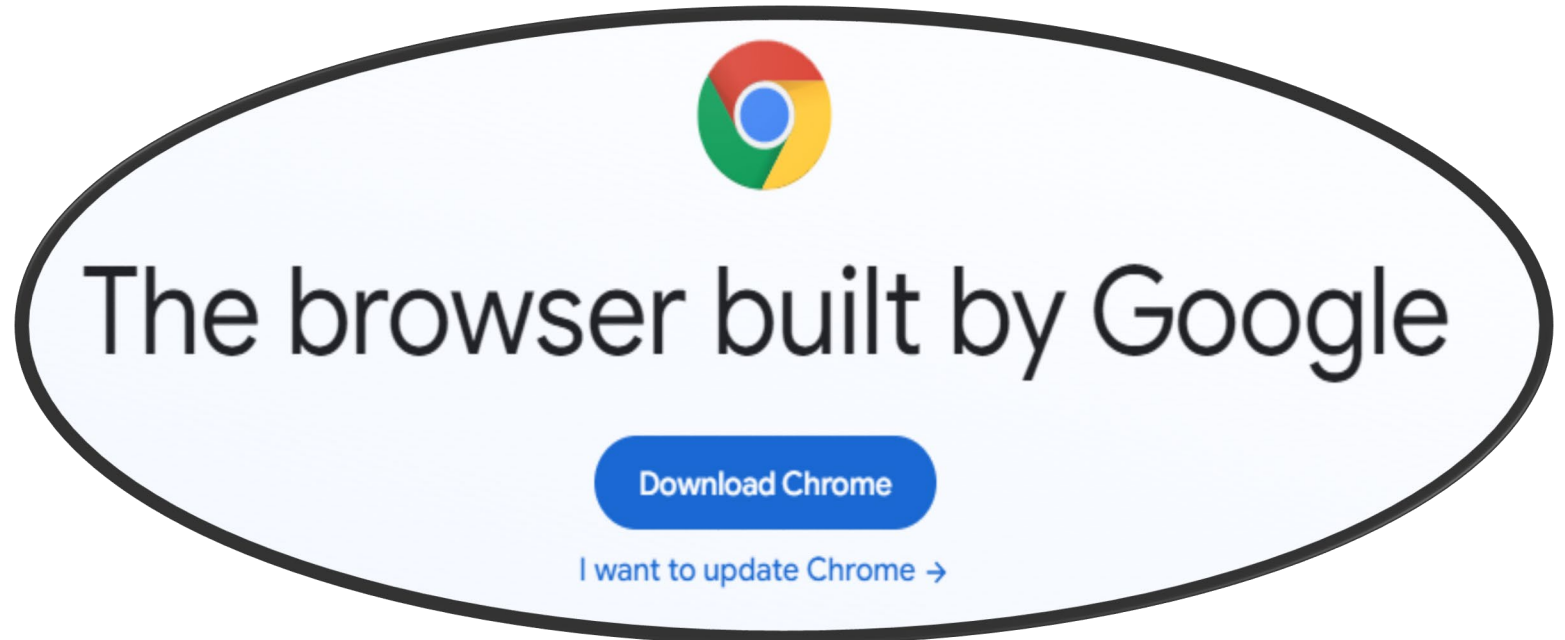


1

Use Chrome as your Browser

Meeting Pulse works best using the Chrome browser.
Please understand that other browsers may not work.
Make certain you have a current version of Chrome
loaded on your device.

Click [here](#) to download
or update your
Chrome browser.



Helpful Video Tutorials

- If you already have Chrome
Click [here](#) for a video tutorial on how to ensure your Chrome is up to date.
- To install Chrome
Click [here](#) for a video tutorial.
- Mac users
Click [here](#) for a video tutorial.



2

**Ensure the most current version
of Zoom is on your device**

Confirm that you have the most current version of Zoom loaded on your device.

Click [here](#) to download or update your Zoom and watch a tutorial video & read directions.





3

**Get Comfortable
with Meeting Pulse**

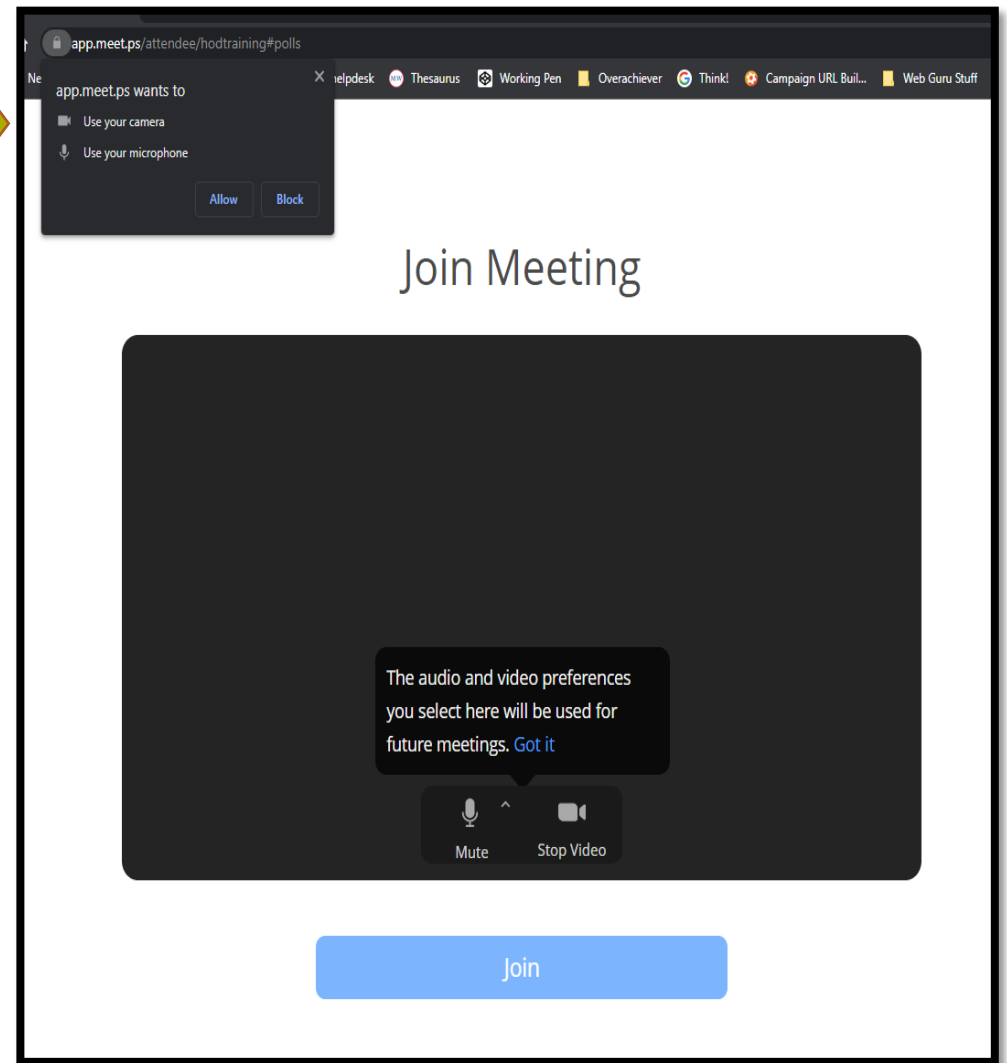
Meeting Pulse is the mechanism all participants will use to make extractions, vote on resolutions, motions, points, ask questions, and get in line to testify.

The Speakers are striving for a similar experience for all. Everyone will “get in line” together using Meeting Pulse. The only difference is how delegates will speak. Once identified;

- Those in person will be asked to approach a microphone
- Those online will be asked to unmute

It is **important to note** that when entering the platform, you should allow use of your **microphone**.

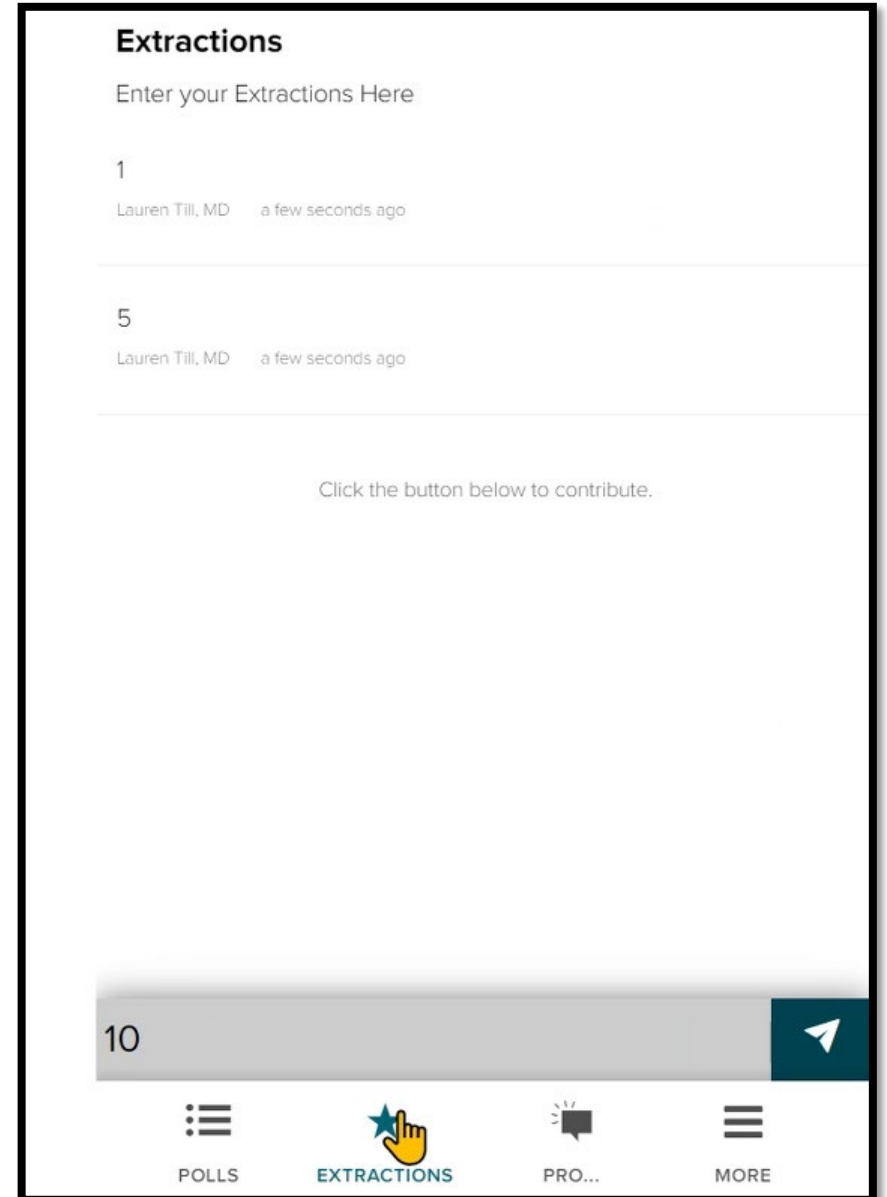
Otherwise, when you are recognized to speak, you will not be heard. If this happens, you'll have to leave the program and re-enter so that you can allow use of your microphone.



Early in the meeting (10/22),
extractions will be called for. To
extract an item, click on
“EXTRACTIONS”.

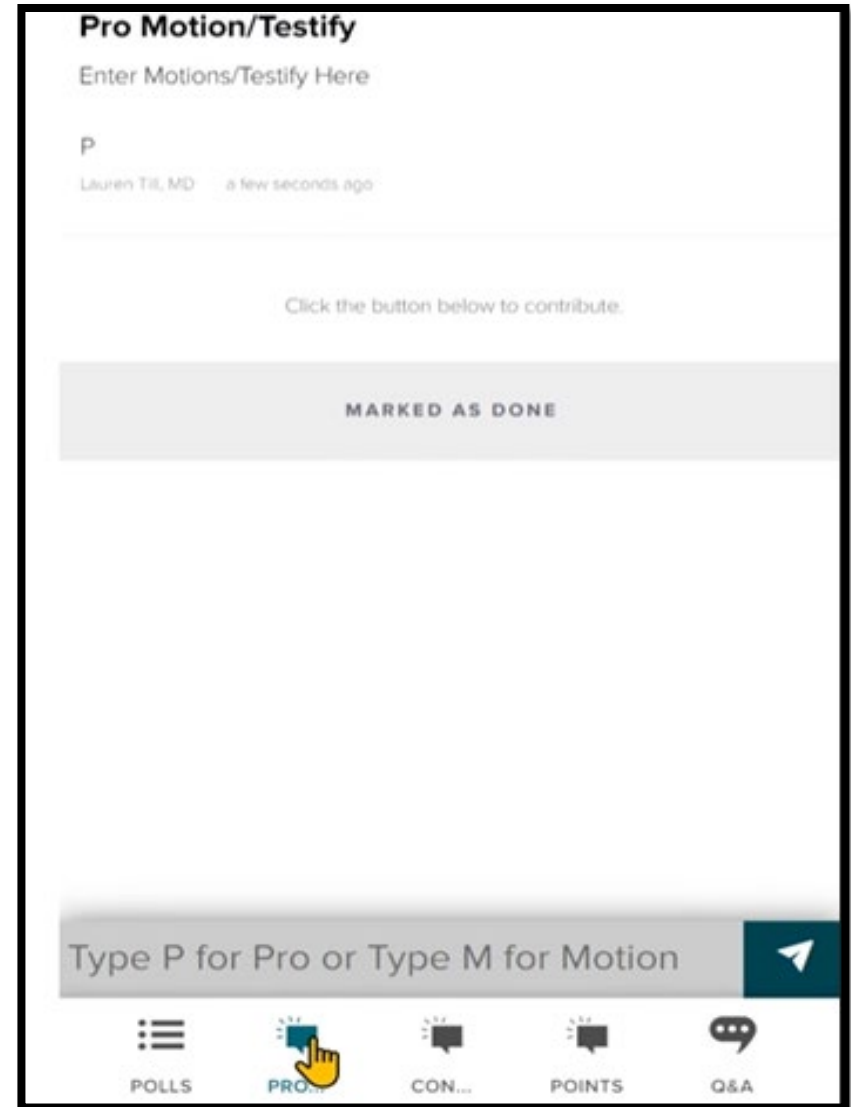
You will see only your own extractions
(example shown here).

Once extractions occur and
the rest of the consent calendar
is voted on, the extraction
option will no longer be available.



To **speak for or against a motion**, find the Pro/Con options, select the appropriate icon, and type “P” for pro or “C” for Con.

This will put you in the que to speak, regardless of being in person or virtual.



When the Speaker of the House recognizes you to speak, you will see this message on your screen.

Until that point, you will not be able to unmute yourself.

The host would like you to speak

If you choose to unmute, others in the webinar will be able to hear you. If the host or panelists decide to record, livestream, or archive the webinar after you unmute, your voice will be included.

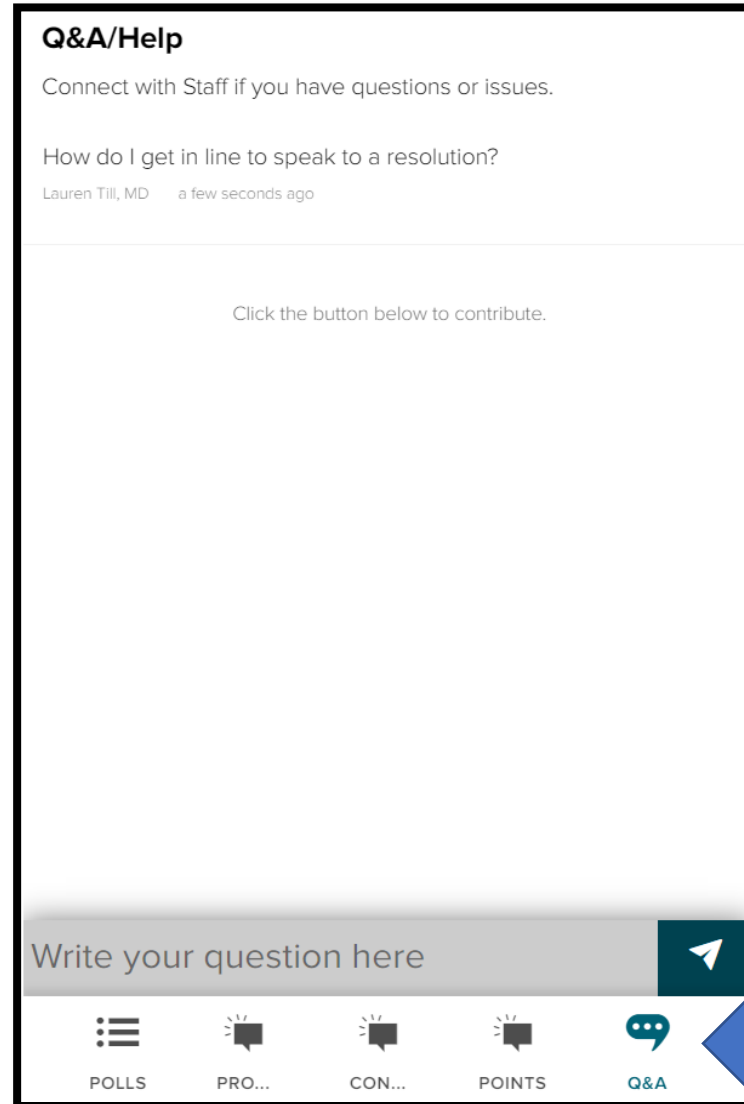
Unmute

Stay Muted

To make a **Motion** (for example, to Amend, Refer, or Call the Question)
Enter “M” by selecting the Pro/Con icon. You may select which one seems most appropriate (see example here).



To ask questions of staff,
please find
the Q/A icon and type
your question in as shown
here.



Q&A/Help
Connect with Staff if you have questions or issues.

How do I get in line to speak to a resolution?
Lauren Till, MD · a few seconds ago

Click the button below to contribute.

Write your question here

POLLS PRO... CON... POINTS **Q&A**

A blue arrow points to the Q&A icon in the bottom navigation bar.

Not seeing the answer? Click on “Marked as Done” to see your answer as depicted here.

Q&A/Help

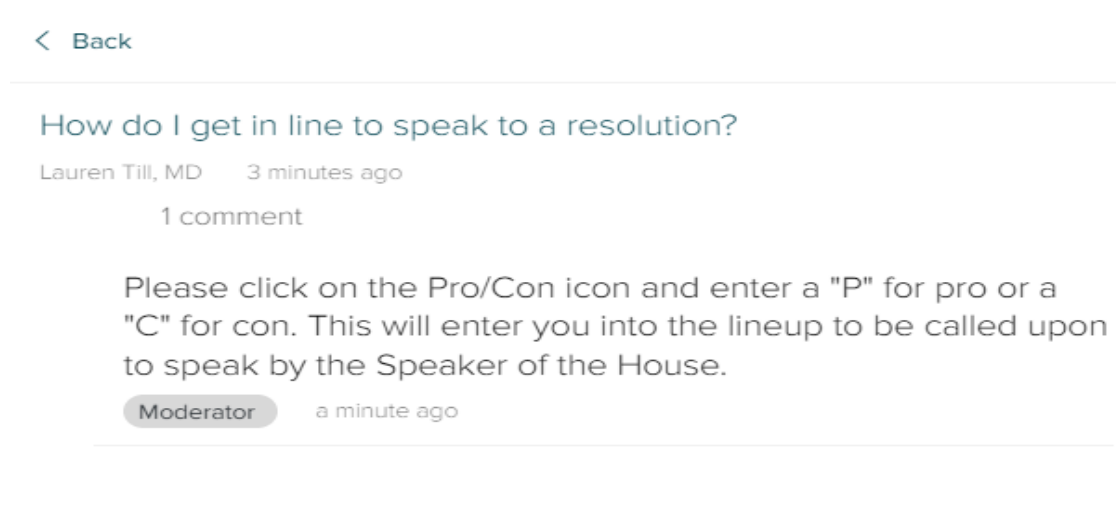
Connect with Staff if you have questions or issues.

Click the button below to contribute.

MARKED AS DONE

Click on
Marked as
Done to see
Answer

Once you've clicked, "Marked as Done" you should see your answer as shown below.



The screenshot shows a mobile application interface. At the top left, there is a back arrow and the text "Back". Below this is a horizontal line. The main content area contains a question: "How do I get in line to speak to a resolution?". Below the question, the user's name "Lauren Till, MD" and the time "3 minutes ago" are displayed. Underneath, it says "1 comment". The comment itself is a text block: "Please click on the Pro/Con icon and enter a 'P' for pro or a 'C' for con. This will enter you into the lineup to be called upon to speak by the Speaker of the House." Below the comment, the user's name "Moderator" is shown in a grey rounded rectangle, followed by the time "a minute ago". A vertical red line is positioned to the right of the screenshot.

< Back

How do I get in line to speak to a resolution?

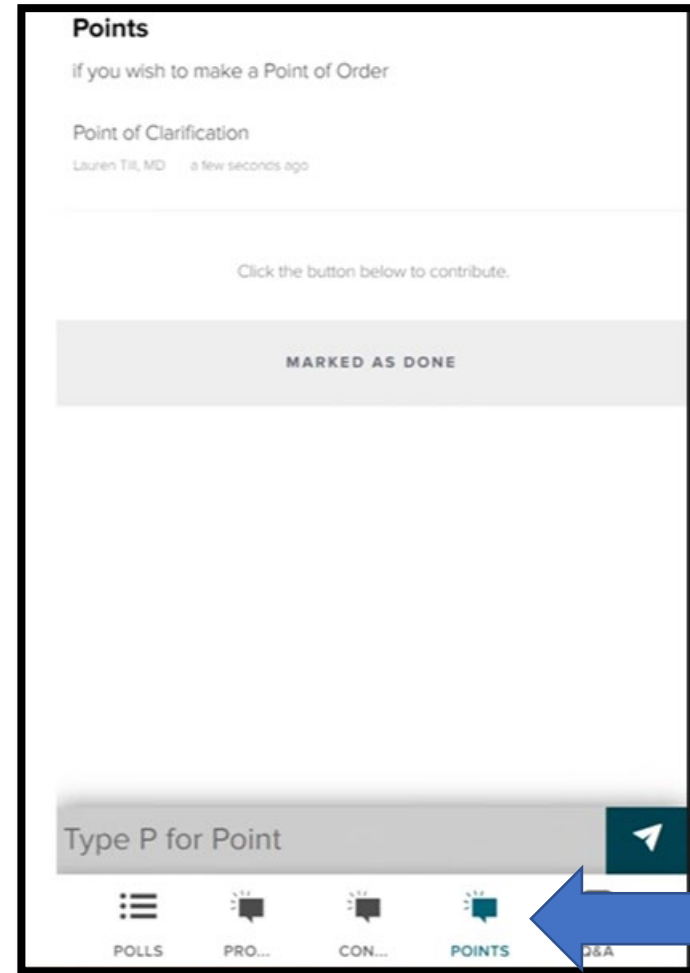
Lauren Till, MD 3 minutes ago

1 comment

Please click on the Pro/Con icon and enter a "P" for pro or a "C" for con. This will enter you into the lineup to be called upon to speak by the Speaker of the House.

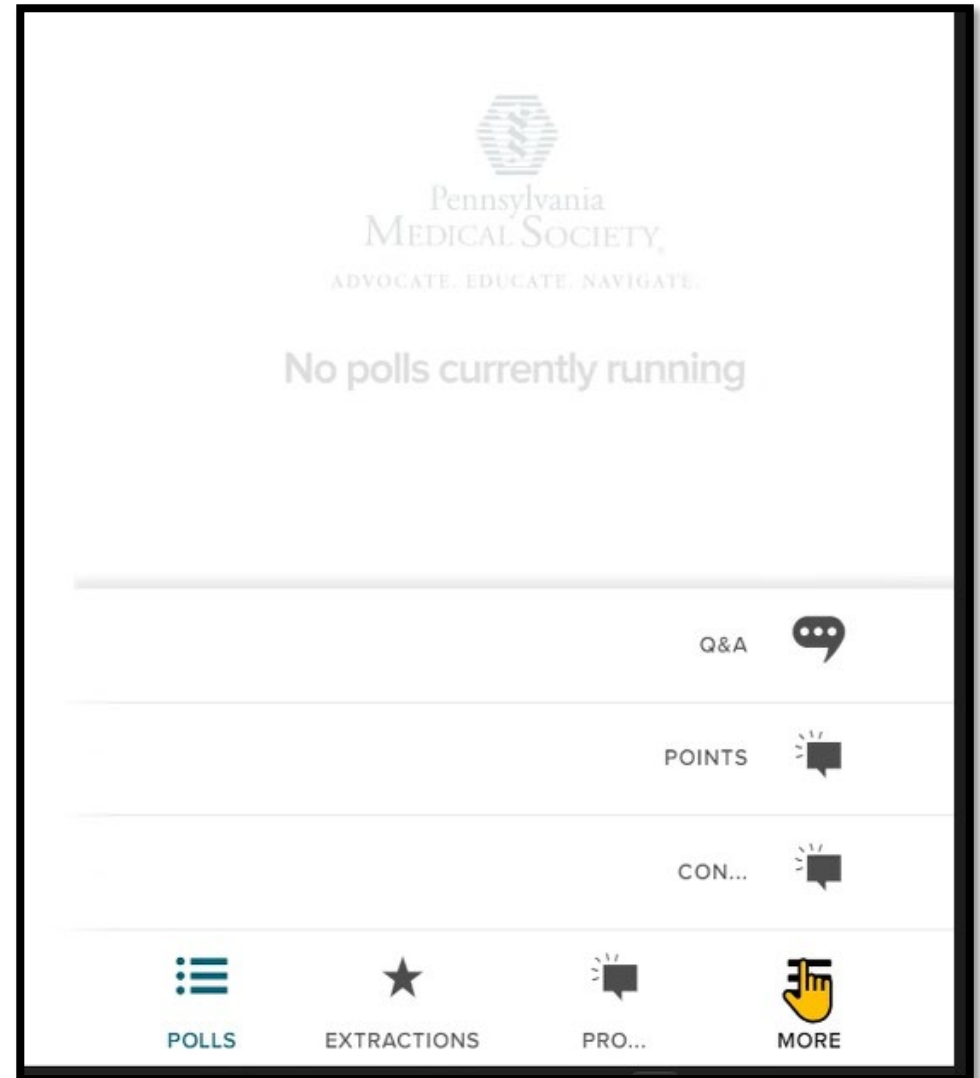
Moderator a minute ago

To ask parliamentary types of questions, it is appropriate to make a point by selecting “POINTS” as shown here.



If you aren't seeing all of the meeting options you're looking for, please find and select "More".

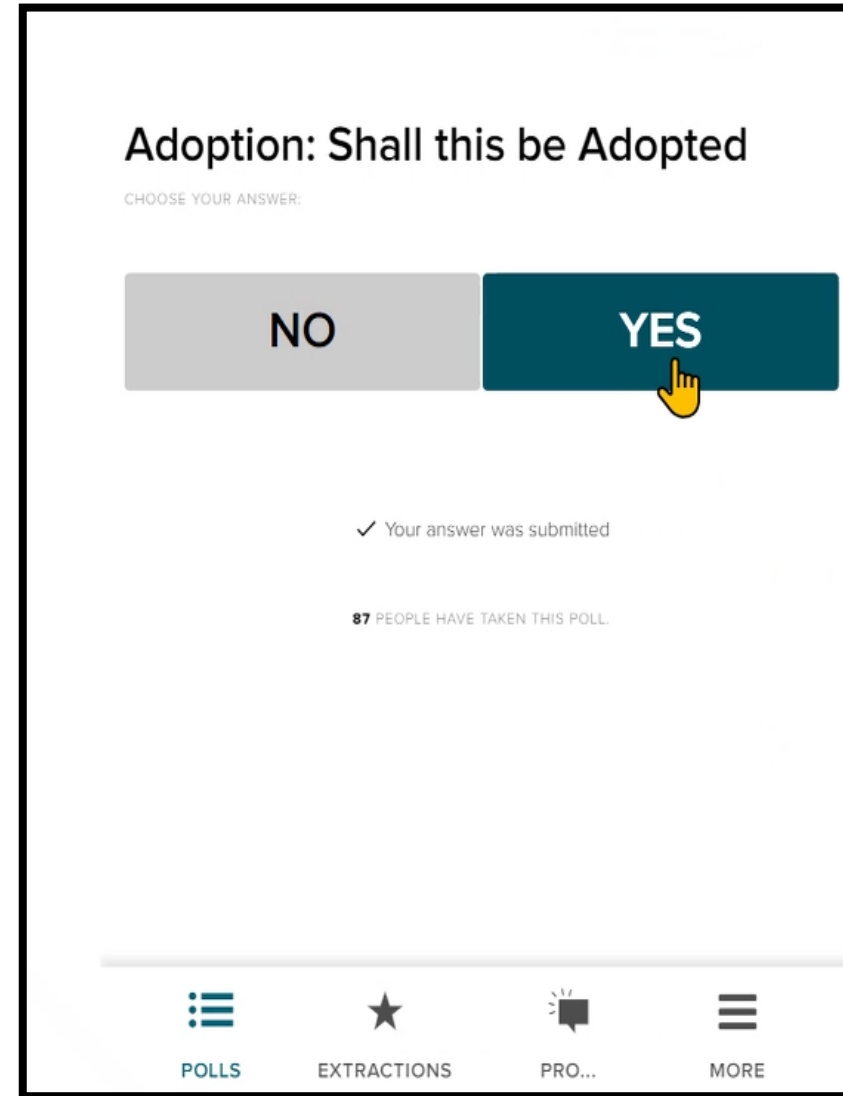
You may need to escape from full screen mode to see "More" (Use Esc Key or F11 key).



To vote on resolutions a poll will pop up as you see here.

If you aren't seeing a poll when it has been noted that a poll has launched, click on "POLLs".

Once you've voted, you'll see the "Your answer was submitted" note as shown.





Watch our full training session with Dr. John Pagan (Speaker of the House) and Dr. Todd Hertzberg (Vice Speaker of the House) at www.pamedsoc.org/HODTraining

Still have questions?

Should you need assistance prior to the HOD and during the HOD, please contact Technical Support



800-556-7850