

NWTRPA Virtual AGM

FAQ and Guidelines:

How do I register to participate?

You must register online by 12 pm on October 19, 2021 to attend the AGM.

[Click here to register.](#)

What is a Virtual AGM?

Our AGM is virtual which means that you can participate through your computer, tablet, or phone but not in person.

- Virtual attendees will participate via GoToMeeting and can participate from their computer, tablet, or phone.

What is GoToMeeting?

The NWTRPA hosts online meetings, video conferencing, webinars, and web conferencing using GoToMeeting. All participants of our online events must register in advance; anonymous registrations will not be accepted. Attendees do not need to sign up for GoToMeeting or download anything in advance.

For instructions and information on joining a meeting using GoToMeeting, [click here](#). These instructions will be included in your registration email.

The chair will review AGM House Rules at the beginning of the meeting. Please see the AGM Package to review House Rules in advance.

What to do in advance of the AGM:

In advance of the meeting, please check your system requirement to avoid any connections issues.

Make sure you are a Member!

1. At the top-right of our website (nwtrpa.org) is a Log In button.
2. Once logged in, the button will appear as a Person Icon with an Arrow. Click it again to open the Members Menu.
3. Select “My Membership” and it will show your Membership subscription.
 - If you don’t have a Membership, the webpage will read “*You haven't purchased any subscriptions yet*” and invite you to view our Membership Plans and Pricing.

- If you think you are a Member (i.e. you have a receipt for paying your 2021 Membership Dues), but it's not showing you as a Member, contact admin@nwtrpa.org.

How do I virtually join on October 20, 2021?

A link and password will be e-mailed to all registered participants prior to the meeting. The email will include detailed instructions on how to join the virtual AGM using GoToMeeting.

When you join the meeting please type your full name in the chat box. If more than one person is participating from one computer, please type all persons names.

If you are calling in to the meeting using a phone, the chair will ask you to state your full name at the start of the meeting.

Do I have to use computer audio?

The following audio options:

To use your computer's audio:

When the meeting begins, you will be connected to audio using your computer's microphone and speakers. A headset is recommended.

--OR--

To use your telephone:

You will be emailed a phone number and an access code ahead of the AGM. Dial the number and enter the access code when prompted to connect via telephone.

Where can I find the agenda and AGM package?

The AGM agenda and package can be found [here](#). It will also be included in your registration email.

How do I pass or second a motion?

To pass a motion, please raise your hand. Please keep you hand raised until the chair acknowledges you.

If your video is not working, type "FIRST" or "SECOND" as appropriate into the chat box.

If you are calling in over the phone, say your FIRST NAME out loud.

Who can vote?

All active (paid) NWTRPA members can vote.

Active Corporate members are not eligible to vote. The NWTRPA will be tracking participants to ensure that only those eligible members will receive the link to vote.

Am I an active member?

Active members are those with memberships paid for the 2021-2022 year.
Check your membership.

1. At the top-right of our website (nwtrpa.org) is a Log In button.
2. Once logged in, the button will appear as a Person Icon with an Arrow. Click it again to open the Members Menu.
3. Select “My Membership” and it will show your Membership subscription.
 - If you don’t have a Membership, the webpage will read “*You haven't purchased any subscriptions yet*” and invite you to view our Membership Plans and Pricing.
 - If you think you are a Member (i.e. you have a receipt for paying your 2021 Membership Dues), but it’s not showing you as a Member, contact admin@nwtrpa.org.

How do I vote for a Board of Director?

Voting will be done electronically. You must have access to your email to vote electronically. At the time of the election, all voting members will be sent an email with a link to vote. The email will be sent to your email address you used to register for the AGM. Check your junk or spam folder if you don’t see the email in your inbox. There will be 10 minutes for you to check your email and submit your vote. You will receive a confirmation email once your vote has been submitted.

How do I ask a question?

Please see the AGM package for AGM House Rules, including motions and discussion. We will be following the agenda closely to ensure we stay on time.

If you have a technical question, you can type it in the chatbox and a moderator will check-in with you. You can also call (867) 669-8375 or email admin@nwtrpa.org (there may be a delay if you choose to email).

How and who do I contact for help during the AGM

Email admin@nwtrpa.org

Text or Phone (867) 669-8375

Type a question in the chat.

Will the AGM be recorded?

The AGM will be recorded to assist with minute taking. It will not be accessible for later viewing, or to the public.

If you are having a technical issue, please email admin@nwtrpa.org with the following information:

- What is happening (or not happening)?
- Which Internet browser are you using?
- What type of device you are using? Windows or Mac, desktop or laptop, smartphone (IOS or Android), tablet (IOS or Android)?

OR have the information ready when calling for support at (867) 669-8375.

What if the internet completely stops working for all participants?

If everyone including the NWTRPA loses internet connection, we will quickly assess the situation. If the issue is not resolved within 10 minutes, we will call all participants and conduct the AGM via conference call. If timing does not allow to host the AGM as a conference call, we will postpone the AGM and communicate this with participants.

AGM participants will be entered into a draw for some great draw prizes, including an NWTRPA Patagonia Sweater!