



Santropol Roulant AGM April 21, 2022

Technology Instructions

Hello, dear member! Here is some information that will help you navigate this online meeting!

Livestream & chat

👉 **To access the livestream and live chat** as of 5:30pm, go to our YouTube channel at the following link <https://youtu.be/z-1Fc07ZREU>

If you can't access it, you can find our channel on Youtube: www.youtube.com/c/SantropolRoulantMtl or by searching "Santropol Roulant" and you should see the AGM livestream.

👉 **To interact and ask questions** during the event, **use the live chat function beside the video**. Staff members will be watching the chat and making sure questions are recorded for the assembly to answer during the question periods. Feel free to communicate in French or English.

👉 **To use the chat**, you will need to login with a Google account and follow the instructions.

👉 **If you are unable to login**, you can still watch the event without using the chat. **But, if you have a question you would like to have answered by the assembly**, please call the Roulant (**514-284-9335**) and we'll make sure your question is recorded.

Important documents

👉 **You should have received a link to the necessary documents via email** if you registered for the AGM.

👉 **Documents are also available online** in the description of the event on YouTube and on our website here:

<https://santropolroulant.org/en/2022/03/join-your-community-at-the-2022-agm/>

Don't worry if you didn't have time to read the documents before the event, you can look at them during the event for reference! Almost all of this information will be repeated during the event.

Voting instructions

This year we are using an online voting system called Balotilo - it is a fast and simple process!

👉 You must [register to attend the AGM](#) if you want to vote, so we can send you the voting link by email.

👉 Please wait for the voting period to begin before placing your vote.

👉 You will receive a unique link in your inbox at the beginning of the AGM that will take you straight to the ballot. So keep an eye on your inbox and/or Spam folder during the event!

👉 If you are unable to vote online, please call the Roulant at **514-284-9335**, and a volunteer will take your vote over the phone.

If you have a question about voting, please call the Roulant at **514-284-9335**.

Questions or Tech Problems during the event

- 👉 Please call the Roulant at **514-284-9335** if you have any questions or issues about:
- Accessing information
 - Voting questions or issues
 - If you are unable to use the chat and have a question to bring to the assembly

Please be patient as there may be a high volume of calls. If your call does not get answered, wait a couple of minutes and call back. We have 2-3 staff members ready to help you.

If you miss anything during the event, a recording will be available right afterwards.

Thank you for your patience and support, we hope your systems run smoothly!