



The 66th CSN convention

Participant guide

Digicast



To access a webcast session you have nothing to download and nothing to install.

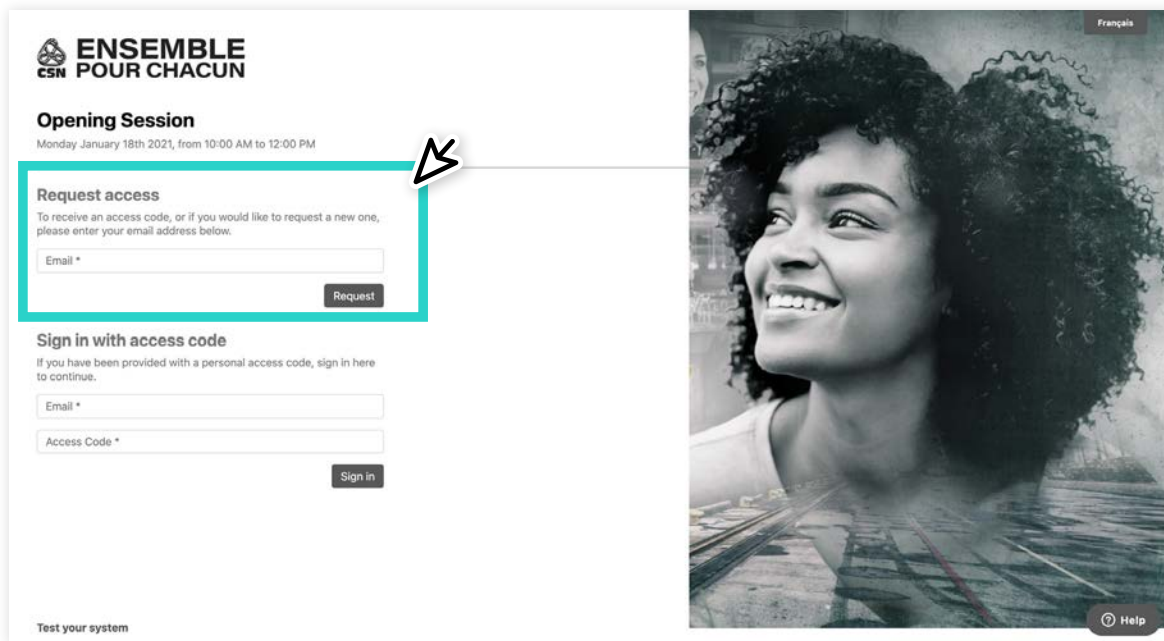
You can join the webcast from any of the following electronic devices:

Computer - Ipad/Tablet - Smartphone

Simply click on the button “**Access the webcast**” of the session you would like to join.

STEP 1. AUTHENTICATION

To get started, you will need to request access for authentication.



The screenshot shows a web interface for 'ENSEMBLE CSN POUR CHACUN'. The session is titled 'Opening Session' and is scheduled for 'Monday January 18th 2021, from 10:00 AM to 12:00 PM'. There are two main sections: 'Request access' and 'Sign in with access code'. The 'Request access' section has a text input for 'Email *' and a 'Request' button. The 'Sign in with access code' section has text inputs for 'Email *' and 'Access Code *', and a 'Sign in' button. A teal box highlights the 'Request access' section, with a white arrow pointing to it. The interface also includes a 'Test your system' link at the bottom left and a 'Help' button at the bottom right. The background of the interface features a smiling woman with curly hair.

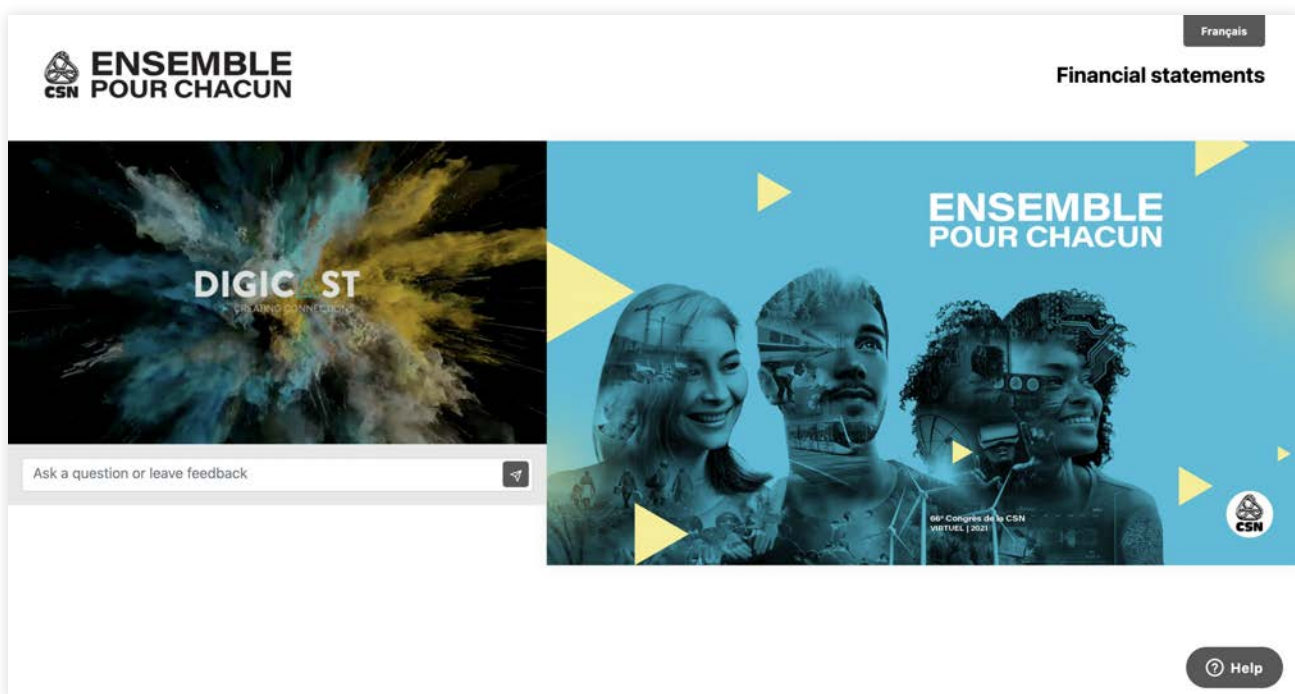
You will receive an e-mail containing **two methods** to connect to the webcast:

- **Direct access link**
- **Access code**

Take note that you will need to repeat step 1 for each webcast session you would like to join.

STEP 2. TAKE PART OF THE SESSION

You will be able to participate live **30 minutes prior to the start time of the session**. You can use this time to ensure your connection is well established, to test the audio of your device and to make sure everything is working properly.



1. Help button

If you are experiencing technical difficulties, click on the help button. A technician will assist you in the language of your choice.

2. Asking a question, propose and support a motion

During the webcast, use the question box to submit a written question or to propose or support a motion.

3. Voting

When the question appears on the right, simply select an option and click on “vote” to submit your answer. If you do not have voting rights the message “**You do not possess the right to vote**” will appear.

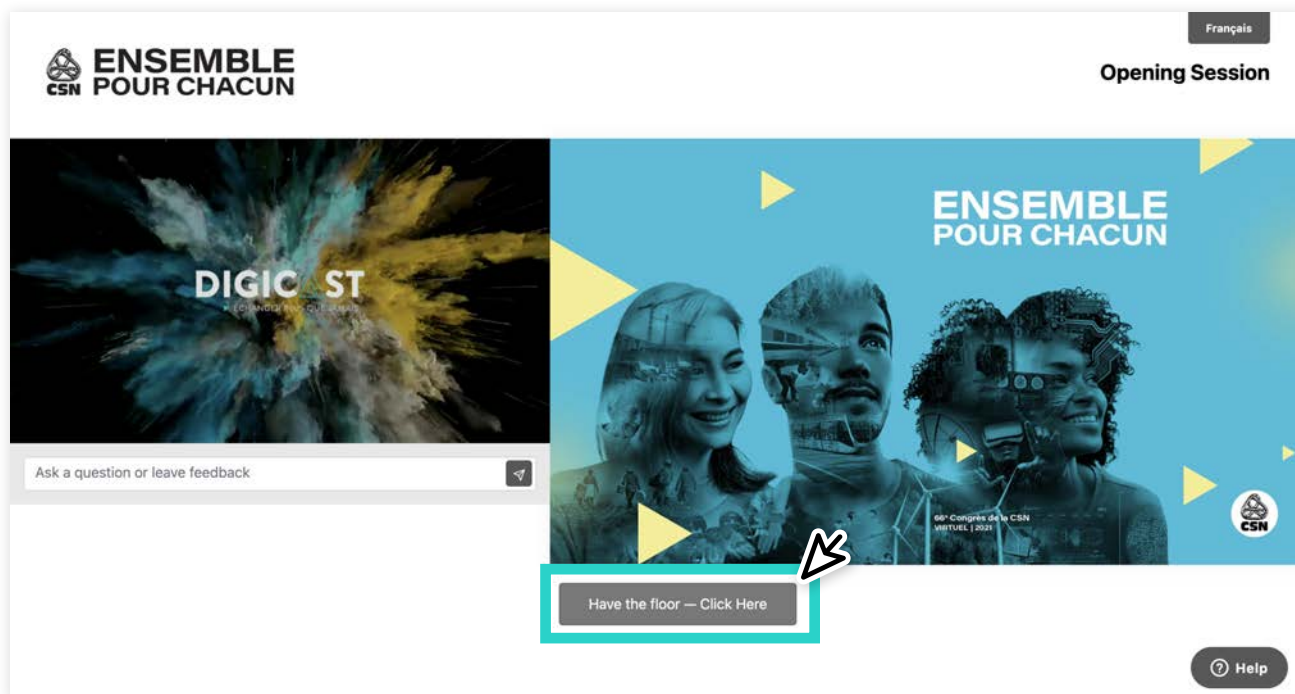
4. Select your language

The screenshot shows the DIGICAST webcast interface. At the top left is the logo for ENSEMBLE CSN POUR CHACUN. At the top right, there is a language selector set to 'Français' (4) and the title 'Financial statements'. The main content area is split into two sections. On the left is a video player showing a DIGICAST logo (2). Below the video is a text input field labeled 'Ask a question or leave feedback' with a microphone icon (2). On the right is a voting interface for a 'Test-question: For or against the return of the Expos to Montreal?' (3). It has two radio button options: 'For' (selected) and 'Against'. Below these is a large teal 'Vote' button. At the bottom right, there is a 'Help' button with a question mark icon (1). A mouse cursor is pointing at the bottom right corner of the voting interface.

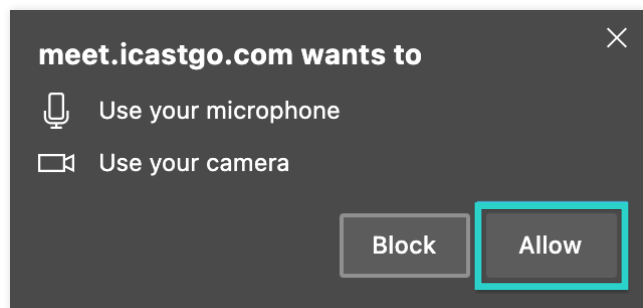
STEP 3. HAVE THE FLOOR

When the time is right, you can speak by clicking on the “Have the floor” button. A new tab on your browser will open. **Read the following steps before clicking the button.**

1. Click on “Have the floor” button

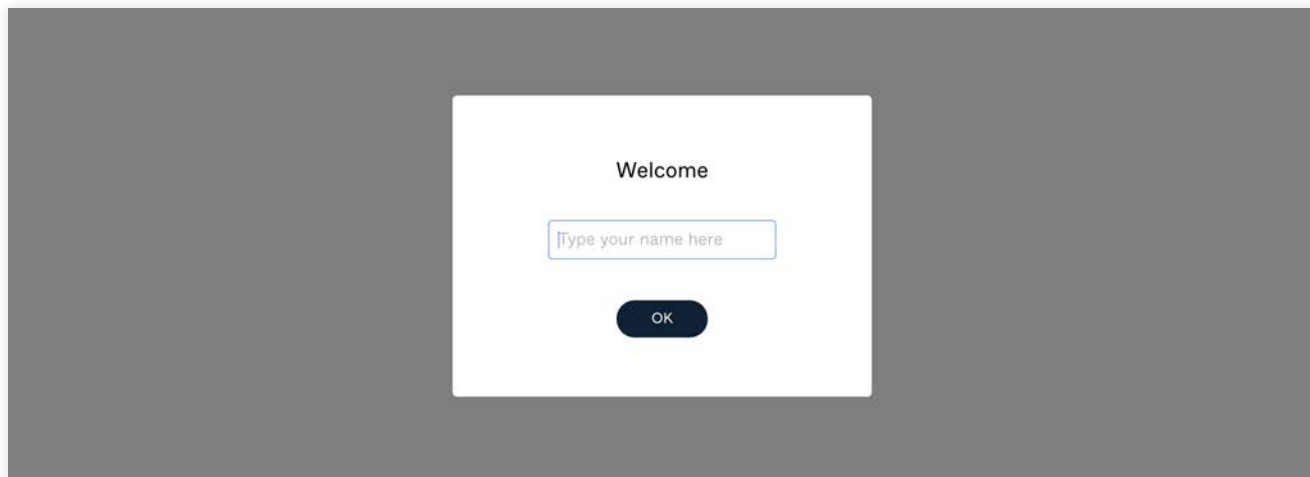


2. Give your browser permission to use your camera and microphone

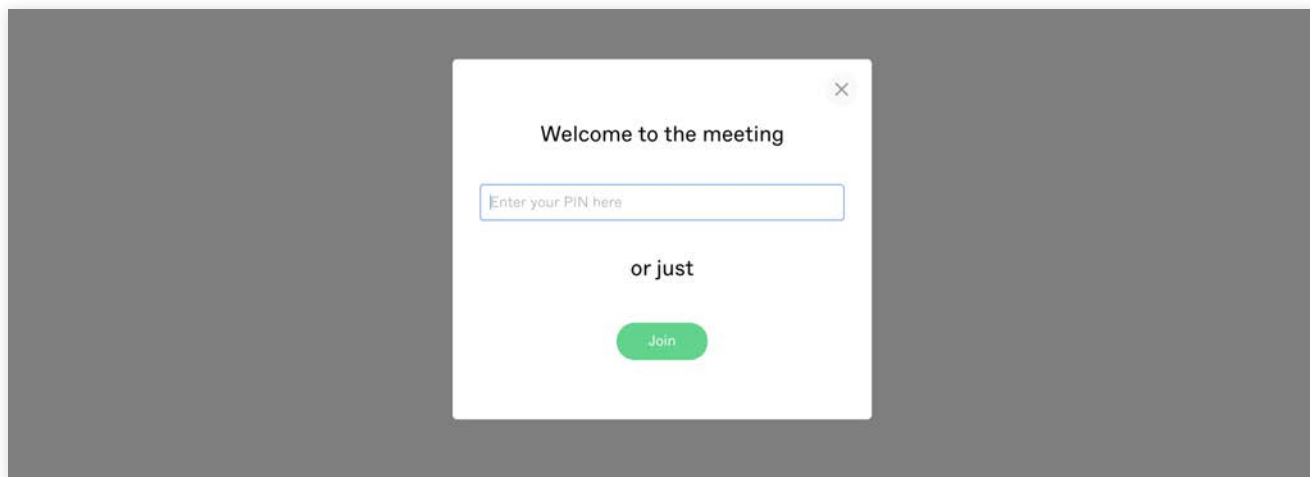


3. If this is your first “Have the floor” session, please enter your full name.

It is very important to write your full name (name and surname) to facilitate identification



4. Click on “Join”



5. Access to the virtual meeting room

If the **maximum capacity** of the floor is reached, **access will be temporarily denied**. Close the tab, return to the webcast tab and reactivate the video player. You can try again later or submit your question in writing using the question box.

If the **capacity is not reached**, you will find yourself in a virtual meeting room with a Digicast technician. The technician will perform tests with you to make sure your microphone and camera are functioning properly..

Upon completion of the tests, the technician will transfer you to the on-air virtualmeeting room where you will be able to hear and follow the conference

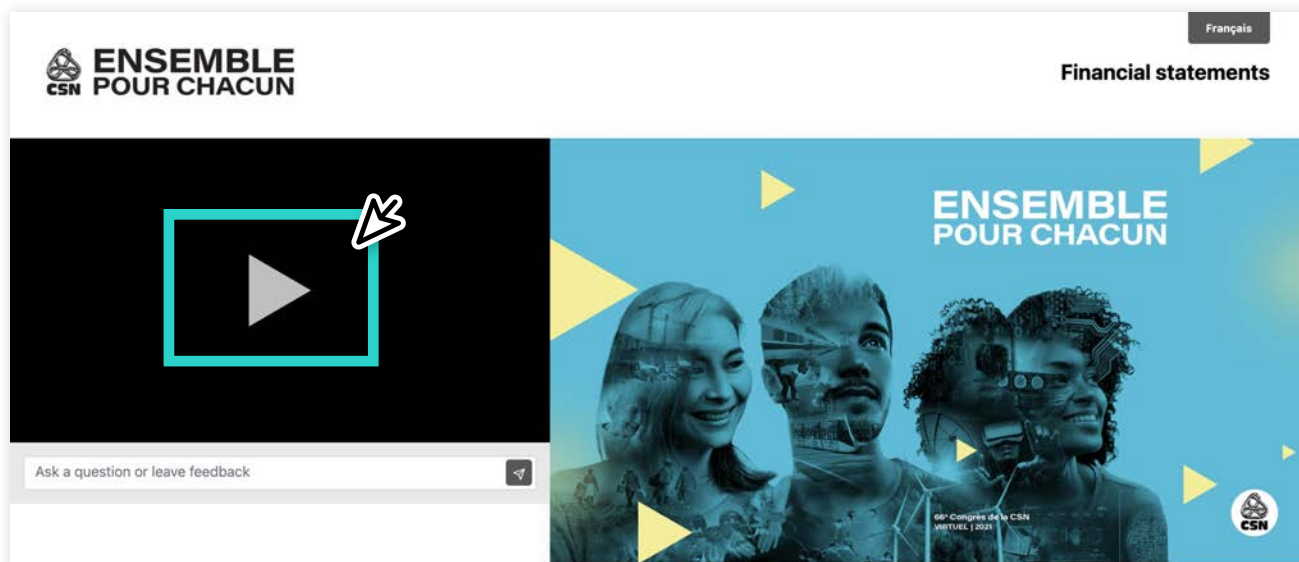
*** If your connection fails or you are having trouble with your audiovisual equipment, please return to the webcast tab and submit your question using the question box. ***

6. Have the floor

When the floor is addressed to you, you will be able to ask your questions.

7. Returning to the webcast

When you are done, simply close the tab for the have the floor, return to the webcast tab and reactivate the video player.



Additional tips:

- **To use the “Have the floor” button, Google Chrome is the recommended browser**
- **Please note that a VPN connection is not recommended**
- **Please choose a quiet place, preferably a closed room**
- **Using a wired internet connection is strongly recommended**
- **Using a head-set microphone is also strongly recommended**