

## ACAO & OAC ANNUAL GENERAL MEETINGS LIVE WEBCAST INSTRUCTIONS

PLEASE READ THIS INFORMATION OVER CAREFULLY BEFORE THE LIVE WEBCAST

*PLEASE NOTE: VOTING IS RESERVED FOR IN-PERSON MEMBERS ONLY*

Date of the AGM Webcast:

**Saturday, April 27<sup>th</sup>, 2019**

3:00 PM (MDT) – Alberta College and Association of Opticians (ACAO) Annual General Meeting

4:00 PM (MDT) – Opticians Association of Canada (OAC) Annual General Meeting

*For viewers in other regions: Please note that **all posted times** are in **Mountain Daylight Time (MDT)***

*World clock website: <http://www.timeanddate.com/worldclock/>*

Location of the Live Event:

Hyatt Regency Calgary – Calgary, Alberta

### TECHNICAL REQUIREMENTS - IMPORTANT

The web browsers that are supported by this Live Webcast are the latest versions of Safari, Firefox and Google Chrome with the latest version of the Flash plug-in updated.

The Live Webcast is fully compatible with all platforms and devices, Apple, Windows, iOS and Android.

If you can watch a streaming video on your device, you will be able to watch the Live Webcast.

**Please ensure you have a RELIABLE and STRONG internet connection for the duration of the Live Webcast.** If you are somewhere using the internet that contains a firewall, it's possible that it will block you for streaming video.

*\*\* It is your responsibility to ensure that the device or platform you are using to access the Live Webcast is up to date, and you have tested it, IN ADVANCE of the Live Webcast.*

### ACCESSING THE LIVE WEBCAST – STEPS TO FOLLOW:

1. On Saturday, April 27<sup>th</sup>, a **minimum of 5 minutes before** the time of the AGM session you wish to watch, go to this website:  
**<http://asquared.tv/opticiansagm2019/registration.html>**
2. You will be directed to a Webcast Registration Page that requires you to enter your first name\*, last name\*, province, email address\*, phone number and license number (if applicable).

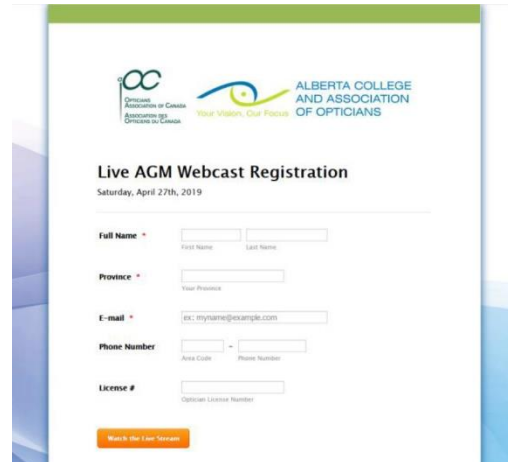
*\* Please use your full first and last name. Also, use an email address unique to you; do not use a general work email or shared email address.*

3. Once you fill in the above fields on the Webcast Registration Page, click on the 'Watch the Live Stream' button and you will be directed to the Live Webcast Stream.

### WATCHING BOTH AGM MEETINGS?

If you plan to watch both AGM meetings, please close your browser window after the ACAO AGM is complete and REPEAT STEPS 1-3 to watch the OAC AGM which will start at 4:00 PM (MDT)

If you get bumped off of the Live Webcast for any reason, do not panic. Please quickly follow the STEPS 1 – 3 again to get back in.



### CHAT ROOM

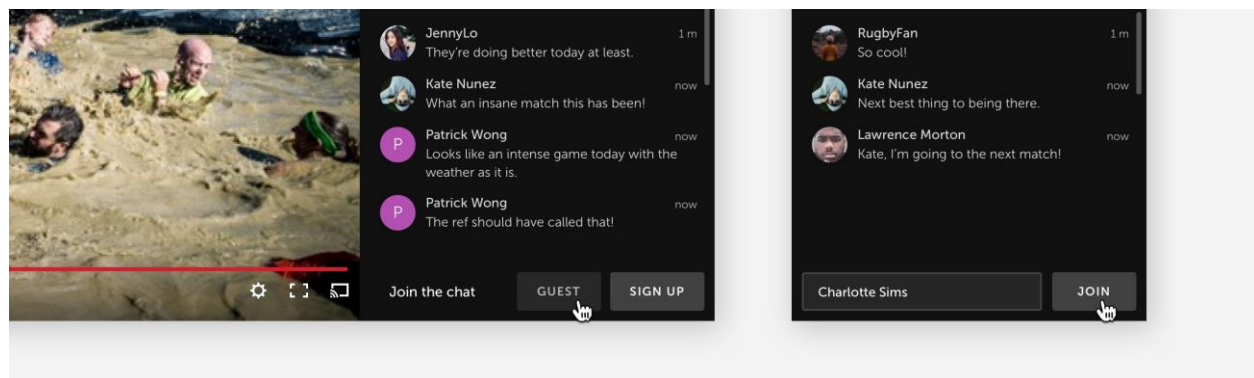
There is a chat room available during the AGM meetings. Participating in the webcast chat room is optional. The OAC will use this method to send any updates about delays in the start of the AGM meetings etc.

Once you are logged into the webcast on Saturday, you will notice a speech bubble will appear to the right of the video box. Click on this speech bubble to [VIEW the chat](#). When the event is live, you can choose to hide or display the chat on the sidebar.

If they want to [INTERACT/JOIN the chat](#), there are 2 options available: sign up for a Livestream account or join as a "guest."

Signing up for a Livestream account is easy, simply select 'sign up' and enter your name, email address and choose a password. This will prompt an email to be sent that requires confirmation. Upon clicking the confirmation link you will be able to join the chat as a registered user.

Alternatively, you can join the chat as a 'guest'. Just click on 'guest'. When a viewer selects "guest," they'll be prompted to enter their name within the chat window. After that, they're ready to join the conversation. See screenshot below:



If you wish to ask questions at the end of the AGM, you will need to type your question in the chat room and we will do our best to accommodate a few questions from those on the live webcast. If there is no time for questions from webcast participants, we will attempt to ask your question after the AGM has ended and will email the answers to you.

**AGM CONTINUING EDUCATION CERTIFICATES** \*ONLY AVAILABLE TO ALBERTA OPTICIANS\*

The ACAO has accredited the AGM meetings for Alberta Opticians as follows:

**ACAO AGM – 2 EC credits**

**OAC AGM – 1 EC credit**

To earn your CE credits and be issued your certificate, Alberta Opticians must LOGIN to each individual AGM session and watch the full length of the AGM, including a possible question & answer period at the end.

Alberta Opticians will be emailed their Continuing Education Certificate for the AGM meeting(s) attended via live webcast within 10 days following Optical Summit 2019.

Thank you for joining us!

Opticians Association of Canada