# SEIU 2020 Convention Internet Platform Instructions

You may log on using a PC or a MAC with:

You may log on using a mobile phone or IPad with:

## **Supported Browsers**

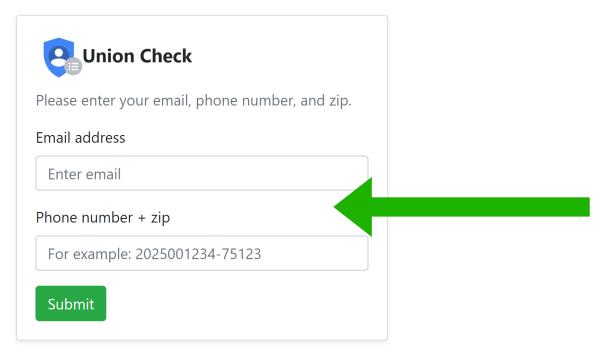
Apple iOS (iPhone / iPad): Safari

- Google Chrome version 80 or newer.
- Android: Chrome
- Mozilla Firefox version 77 or newer.
- Apple Safari version 13.1 or newer.
- Internet Explorer version 11 or newer.

## Credentialing / Log In

You should complete the Credentialing process in Steps 1 and 2 described below at some time BEFORE August 8, 2020.

Go to:



STEP 1:

Enter your email address in Line 1. Enter your phone number and zip code consecutively in Line 2 (i.e., 202111555520010).

www.onlineeventplus.com/#/credentials/seiu

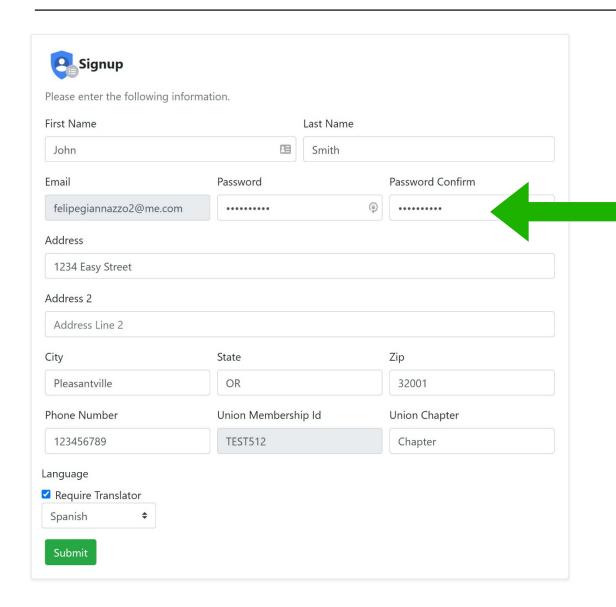
Click SUBMIT.

The email address, phone number and zip code must match the Convention Registration data submitted by you or your Local Union.

## Step 1

If you are unable to successfully submit your credentials in Step 1, please contact SEIU's Convention Helpdesk at 202-730-7854 between 8:00am and 5:00pm EDT.

## Credentialing / Log In (contd.)



# Step 2

#### STEP 2:

If you successfully submit information in Step 1, you will be routed to the next page.

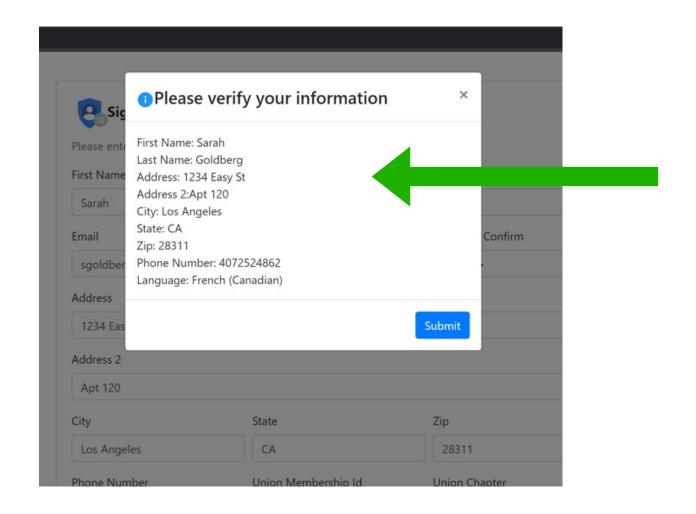
Please complete all fields in the form and confirm all information is correct.

Your cell phone number is mandatory for delegates who will want to participate in debate or nomination.

Create a password. The password must have 1 Uppercase letter, 1 lowercase letter, 1 special character such as &, \$, @, and 1 number.

If you are a delegate and English is not your preferred language, you must indicate here that you will require interpretation when speaking during debate or nomination. You will be asked to select from one of the available languages.

Click Submit.



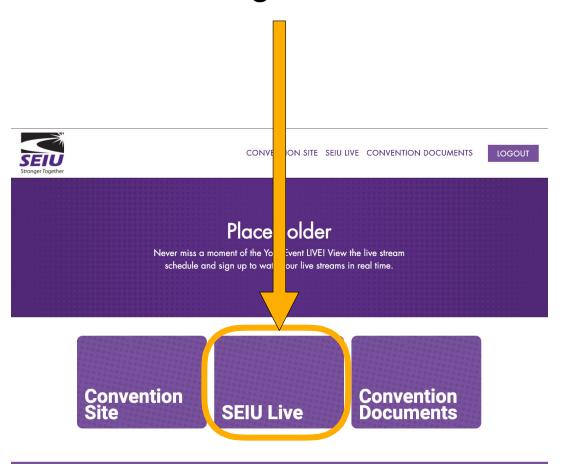
Please verify all the information shown in the pop-up window is accurate before proceeding. Click the "X" in the upper right corner to go back to the previous form to correct any errors.

If all the information in this window is correct, Click Submit again.

You will receive an email confirming you have successfully established credentials and confirmed a password. That email will also include the link you must use to log on to the Convention on August 8. You may log on starting at 12:30pmEDT. The Convention proceedings will start at 1:00pmEDT.

Please keep the information in this email and your password handy - you will need the link, your password and your email address to access the Convention.

#### **Accessing the live broadcast:**



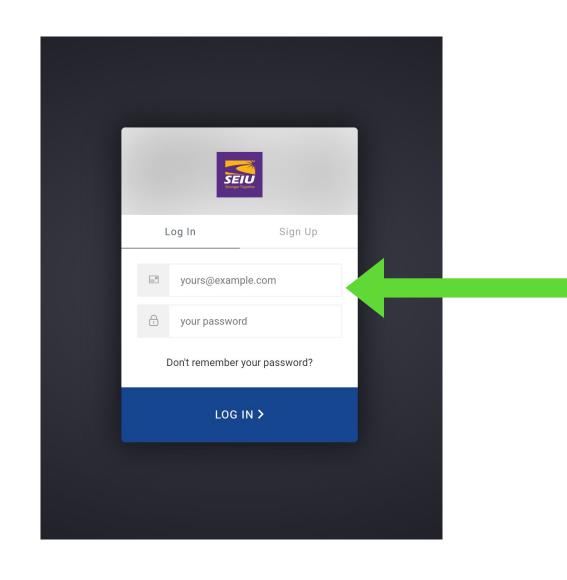
# WHEN LOGGING ON TO THE CONVENTION ON AUGUST 8:

Go to the link in your confirming email:

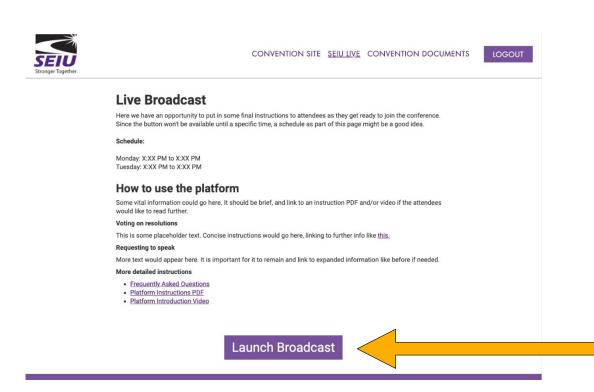
https://seiu.onlineevent.com/

Click on the "SEIU Live" link.

All the Convention documents including resolutions, constitutional amendments, and Convention Rules can be accessed via this page.



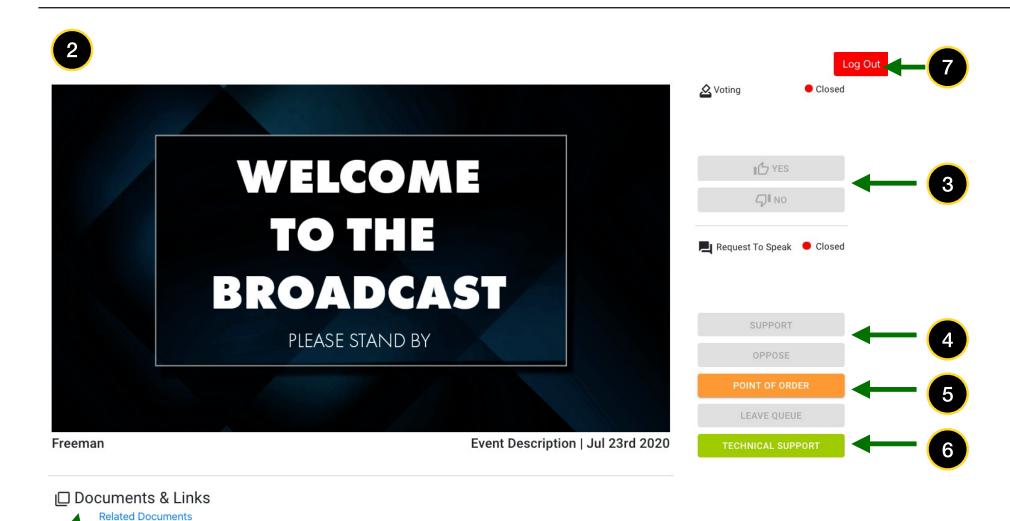
When you select SEIU Live, you will be directed to this screen to enter your email and your password.



On August 8 at 12:30pmEDT, the "Launch Broadcast" button will be enabled. Please click on this button to open the live broadcast window.

## Live Broadcast Platform

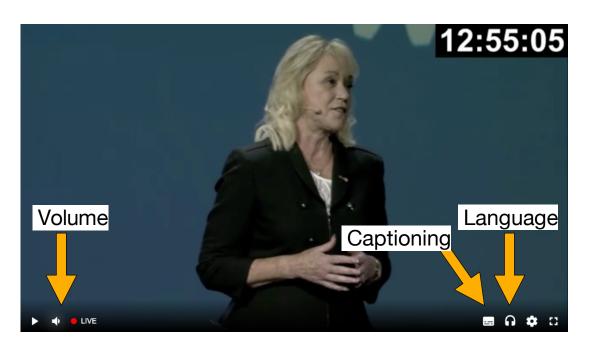
Related Documents Related Documents



### Legend

- Navigation Bar links to external resources
- Live Stream Video Window
- 3. Voting Controls (for delegates only)
- 4. Request To Speak Controls (for delegates only)
- 5. Point of Order used if a delegate needs to raise an issue of parliamentary procedure.
- 6. Tech Support Chat
- 7. Logout (Exit)

#### **Video Window**



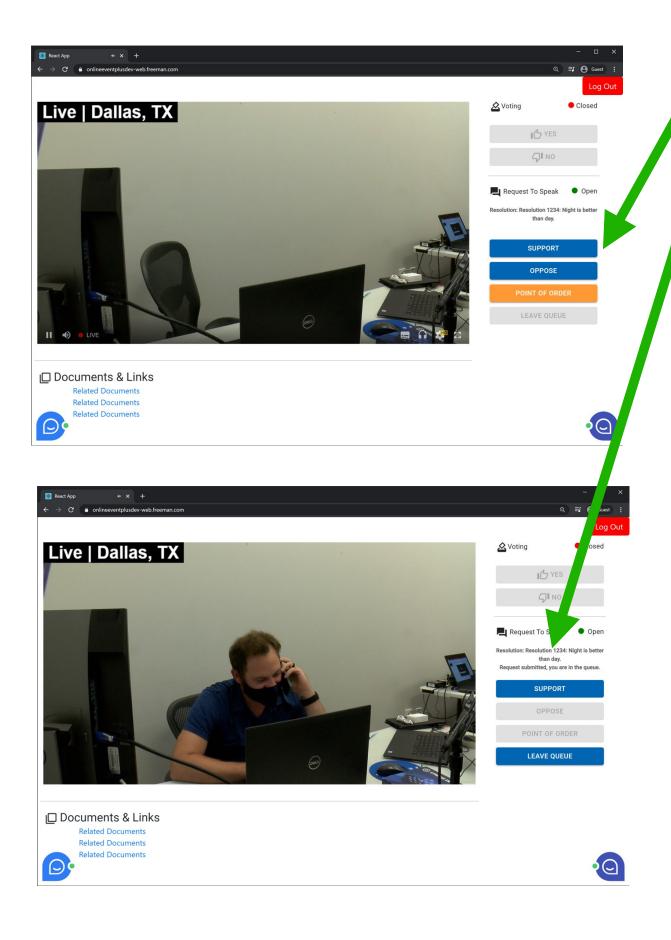
Press play on the video window to watch the live broadcast.

Adjust the volume.

Click to select the audio language.

Click to enable English closed captioning.

## Live Broadcast Platform (continued)



#### **Request to Speak - Debate Queue**

When the floor opens to discussion, Delegates can chose to speak in Support or Opposition to the question.

Your request will be acknowledged and you will enter the queue.

As your turn to speak nears, you will receive a phone call from **202-800-9570**.

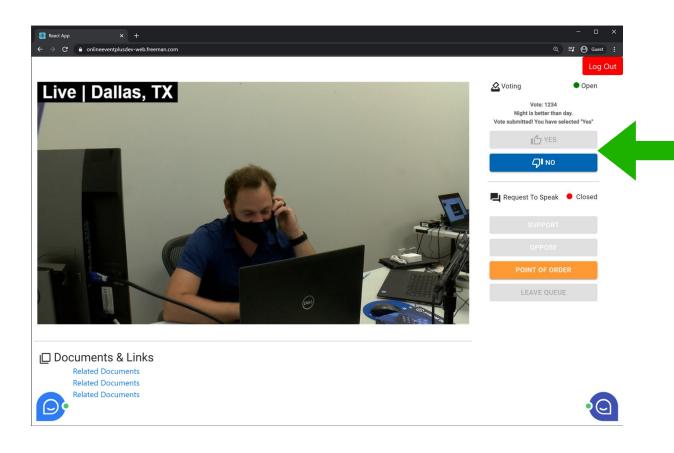
After answering, say "hello" and wait for the automated message.

You will hear the live broadcast through the phone line while you wait.\*

Please wait until you are recognized by the Chair, or his designee, to speak. Your face will not appear on the screen when speaking; your name, your local union and your state/province will appear on the screen while you are speaking.

After you are done speaking, you can resume viewing the broadcast on your desktop, tablet or mobile device.

\*If you're watching the broadcast on a either desktop or tablet, make sure to mute the stream or move to a quiet room to ensure you can be heard clearly when it is your turn to speak on the phone line.



### Voting

During the Convention, Delegates will be called on to vote on resolutions and other business matters.

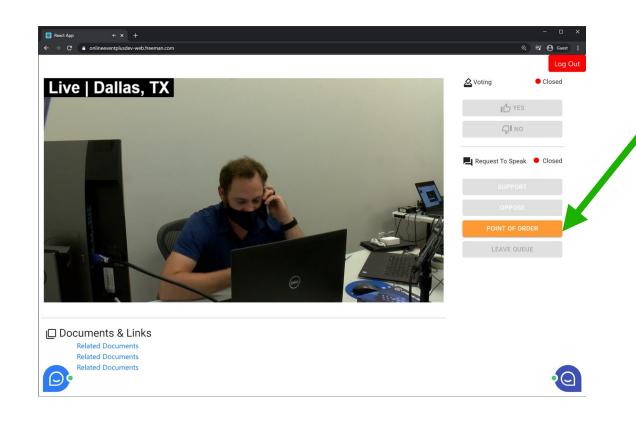
When a vote is opened, the controls will become enabled and a timer will appear on the screen for a one minute voting period.

You can vote "Yes" or "No".

After you vote, you will be notified that your vote has been received.

If you accidentally vote "No" when you meant to vote "Yes" or vice versa, you may change your vote until the vote is closed.

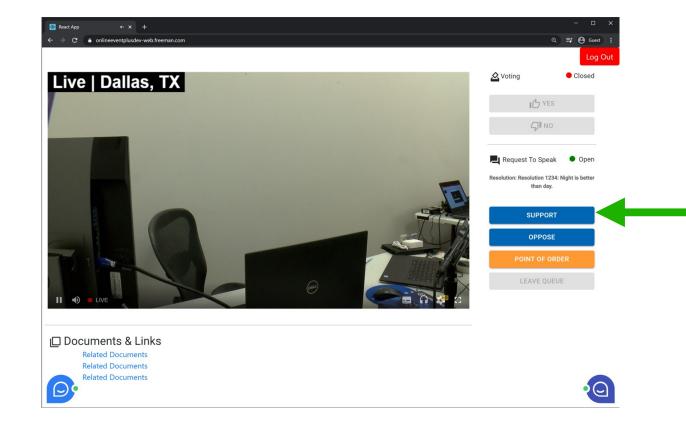
## Live Broadcast Platform (continued)



#### **Point of Order**

If you need to raise and issue of parliamentary procedure, you may make a Point of Order.

You will receive a phone call from **202-800-9570** and follow the same process as detailed in Request To Speak.

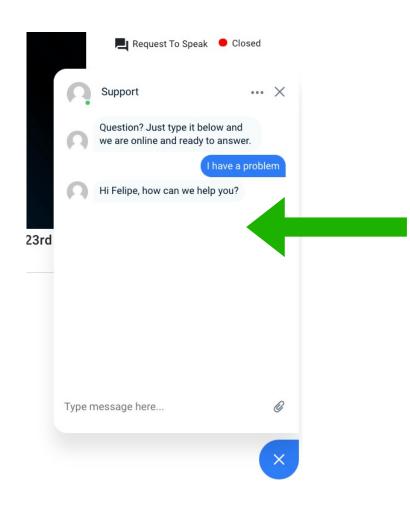


#### **Nomination Process**

When the Chair calls for nominations for office, and you wish to make a nominationon, please use the "Support" button on the Request To Speak controls.

You will receive a phone call from **202-800-9570** and follow the same process as detailed in Request To Speak.

## Live Broadcast Platform (continued)



## **Tech Support**

For any tech support questions, initiate a chat with a live representative that can assist you by clicking on Tech Support button.

The broadcast will continue playing and controls will remain available during your interaction.

After the issue has been resolved, close the chat window.

#### **Questions?**

If you need help, please contact your Local Union or SEIU's Convention Helpdesk at

For any questions regarding the platform, please contact: <a href="mailto:support@onlineeventplus.com">support@onlineeventplus.com</a>