

Virtual Meeting Guide

Technical requirements:

For the best meeting experience, we advise:



Use a laptop or computer



A strong and reliable internet connection



The latest version of Chrome, Safari, Edge, or Firefox



Built-in or external microphone, camera, and speakers

NOTE: Android phones
will not work to access
the AGM on Thursday
16 October

Day 1: To join the meeting on Wednesday 15 October

Important: There are different links to join the meetings each day

Instructions for participating via Zoom

[To join the Conference on Wednesday 15 October, please click here.](#)

Please update your onscreen name to be your country code, followed by full name. E.g. GBR – John Smith

If you have any issues accessing the Zoom meeting please email agm@itftennis.com

Day 2: To join the AGM on Thursday 16 October

Instructions for participating via Lumi integrated Zoom

1. To access the AGM on 16 October please click the below link:
<https://meetings.lumiconnect.com/100-604-824-437>
2. Enter your Username and Password
3. After logging in you must also connect to the Zoom Meeting that is integrated into the Lumi Platform. To do this, click on the blue “Join” button that pops up on the right Zoom panel of the virtual platform. If you are accessing from a laptop with a smaller screen you may need to scroll to see the Join button.
4. Then connect your Computer Audio to the Zoom Meeting: to do this click on the blue “Join Audio by Computer” button that will pop up on the right Zoom panel of the virtual platform.

You will find your username
and password in the email
sent to you from Lumi

Managing Technical Issues on Thursday 16 October

The AGM is taking place on a Lumi integrated Zoom platform, if you get disconnected:

- Wait briefly, as you may reconnect automatically.
- If you cannot reconnect switch to the Lumi Voting Platform and click on the Zoom link provided in the information page.
- The Zoom application window will open, where you may need to log in again.

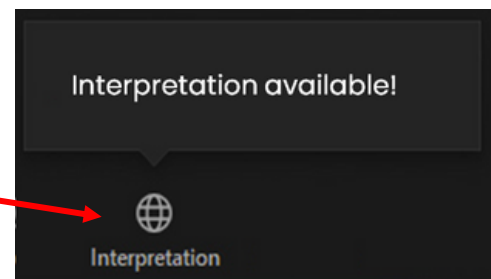
For any voting issues, please email ITF@lumiengage.com

Interpretation

English, French and Spanish Interpretation will be available during the meeting.

To enable interpretation, click on the Globe Interpretation Icon and select your chosen or preferred language.

You will then be able to follow the meeting in your selected language.



Requesting to speak during the meeting

If you wish to ask a question or make a comment during the meeting, please 'Raise your hand.'

To do this, click the 'Reactions' or 'More' buttons, then select the 'Raise hand' button.

The Host will be notified that you wish to speak.

You will be required to wait until granted access to unmute and then speak.



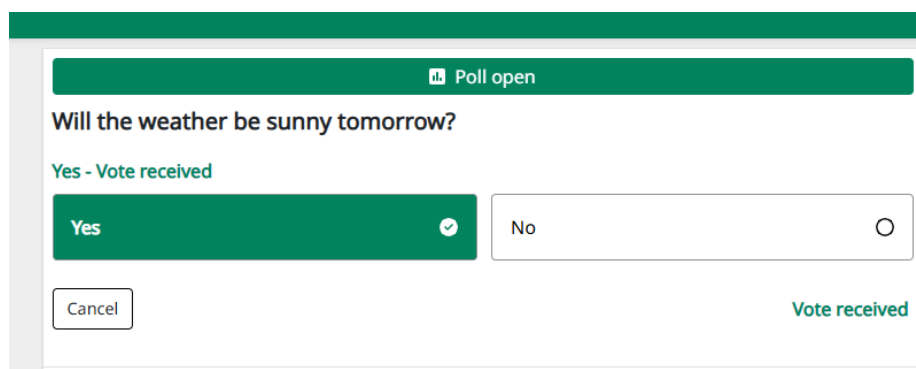
Once access is granted, you may be prompted to click "ALLOW" on the pop-up from your web browser to give it access to your microphone (if you haven't done this already when logging in)

Unmute your microphone in Zoom and begin speaking.

Once your turn to speak is over, your microphone will be muted by the production team.

If you wish to speak again, then you will need to repeat the steps of raising your hand.

Voting on Thursday 16 October – voting delegates only



The vote will automatically appear on the left-hand side of your screen when a vote is opened.

You will be able to see the voting question and voting options.

Click on your desired selection.

You will see a 'Vote Received' message appear to confirm your vote has been cast.

To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open. Once the vote has closed, your last selected vote will be submitted

If you do not select any of the voting options within the prescribed amount of time, your vote will not be cast and will, therefore, be considered not counted.