

FAQ's for CSA Zoom Webinar

The CSA virtual Annual and Special Meetings are set up as Zoom Webinars.

Q. What is a Webinar?

A. Webinars are digital meetings. The software to run the meeting is designed so that the CSA Board of Trustees President is the Host and the Trustees and Committee Chairs are designated Panelists who can share their video, audio and screen. Everyone else in the meeting is designated as “view only,” meaning they cannot see each other, and the Host cannot see those attendees. So, you will only see eight or nine people on your screen at a time.

These features of **Webinars** are tailored for managing large audiences. Our virtual meetings typically have over 150 people attending. Advantages include:

- Keeping the meeting focused
- No distraction from background noises (people forgetting to mute themselves)
- People prevented from talking over each other

Q. How do we interact in a Webinar?

A. We have the ability to interact via Q&A, Chat, and Voting by Polling questions.

Q&A: This feature allows any participant to submit a question to the moderator, Beth Congbalay. The person submitting the question can also indicate whether they wish to speak. Beth reads the question and if the individual wishes to speak, will turn on his or her audio so that everyone in the meeting hears that individual. When that person is finished, he or she will be returned to “view only” status and Beth will move to the next question. Each individual is allowed 3 minutes to speak. Only one question / comment per person will be allowed until everyone has had a chance to be heard.

Chat: This feature allows participants to write comments during the meeting. At the last meeting this was quite distracting. So, at the meeting on 2/20, the Chat comments will only be seen by the Panelists who will monitor them.

Vote by Polling: On screen voting. [This is explained in more detail in a separate voting and parliamentary procedures document.](#)

Q. How do I register for the meeting?

A. Please use your **full First and Last name** when registering for and signing into the meeting so we know exactly who is attending – it means the same as signing into the Annual Meeting at the table in the Assembly Building. **Members will also be asked to provide their CSA Street Address, CSA Lot #(s) and Designated Primary Voter.** You can find your CSA Lot # on your Crystal Lake Township Property Tax bill on the left side under Property Information - Legal Description or by clicking on this link to view CSA Neighborhood Plat Maps:

<https://summerassembly.org/images/Board/CSANeighborhoodLotMap.pdf>

This information is extremely important as we work with the Zoom features to make sure the vote is accurate. See Example Below:

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Webinar Registration

Topic CSA Special Meeting

Time Feb 20, 2021 11:00 AM in [Eastern Time \(US and Canada\)](#)

* Required information

First Name *

David

Last Name *

Jones

Email Address *

djones@hotmail.com

Confirm Email Address *

djones@hotmail.com

Membership Status: *

- Member (Property Owner on CSA grounds)
- Associate Member
- Assembly Ticket Holder

For Members: CSA Street Address

414 Edwards Ave

For Members: CSA Lot #(s)

293

For Members: Designated Primary Voter for your property

Jennifer J Jones

By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).

Register