



## 2021 ONA Convention Q & A

**Q: How do I log into the Virtual Convention?**

**A:** Security is important! Therefore, each person will be emailed a Zoom link that corresponds with their delegate or non-delegate status. **Please note:** You will get a different link for each day.

**Q: When will I be receiving the link?**

**A:** Look for this link in the email inbox associated with your ONA account on October 4th. We'll post when the links are emailed within the ONAConnect Convention Community. If you don't receive a link, email [convention@ohnurses.org](mailto:convention@ohnurses.org) with ZOOM LINK in the subject line.

**Q: Is there a way I can pre-test my link to make sure that it works?**

**A:** Yes! You're welcome to click the link at any time. However, you won't be able to enter the virtual Convention until 7:15am on October 5<sup>th</sup>.

**Q: What if I am having problems with my link to log on?**

**A:** Start with restarting your computer. If that doesn't work, shoot us an email at [convention@ohnurses.org](mailto:convention@ohnurses.org) with ZOOM LINK in the subject line and a staff member will assist.

**Q: How should I name myself on Zoom?**

**A:** Please ensure your name follows this format:

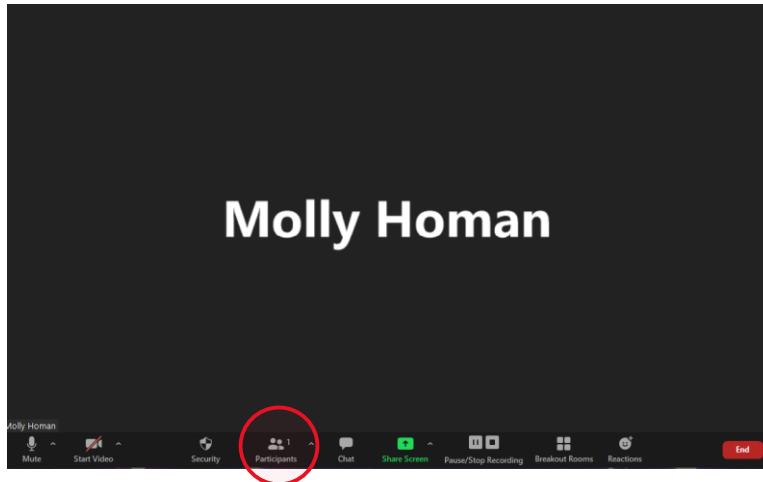
Non union member: District # - Anita Nurse

Union member: \*District # - Anita Nurse

Doing so will allow us to efficiently move you into the appropriate

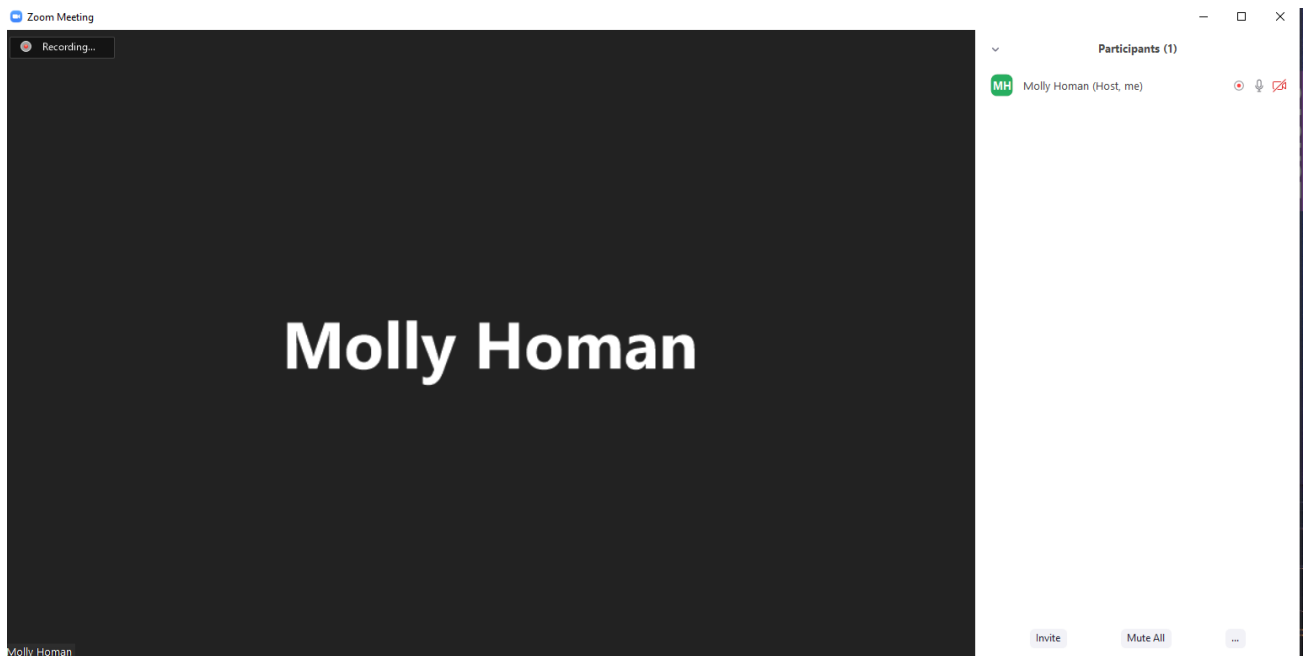
breakouts. Everyone must do this before we begin with business.

To change your name, hover at the bottom of your Zoom screen:

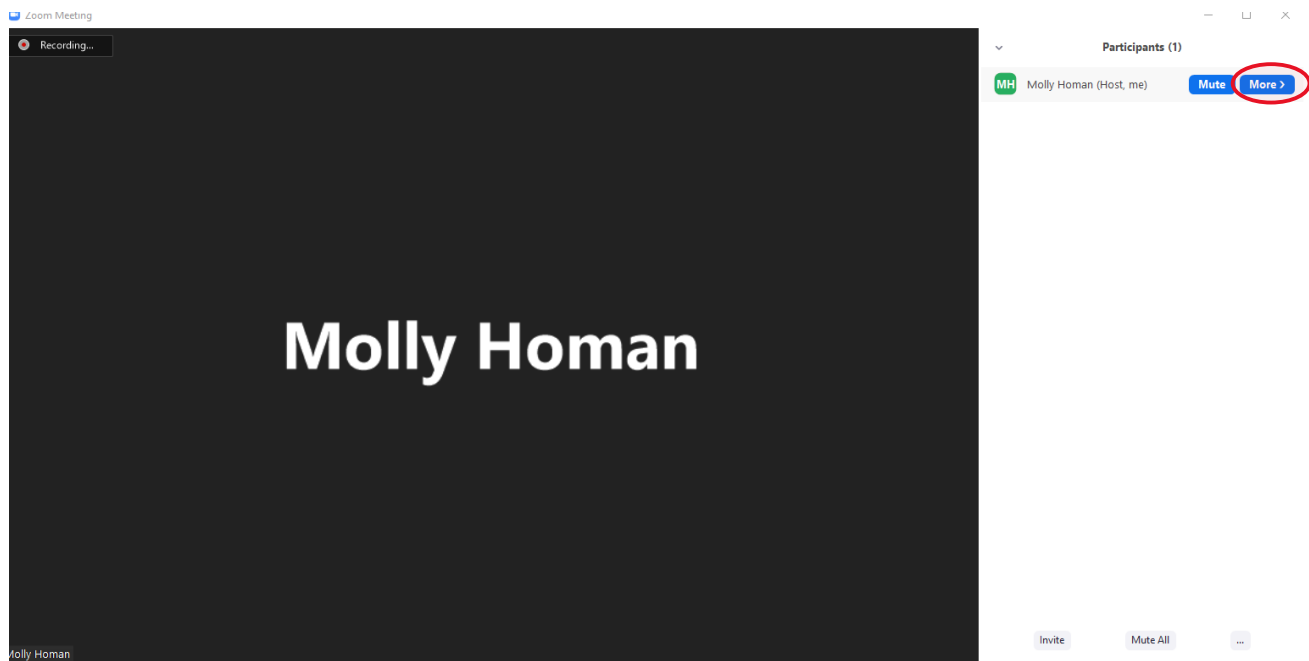


And click participants.

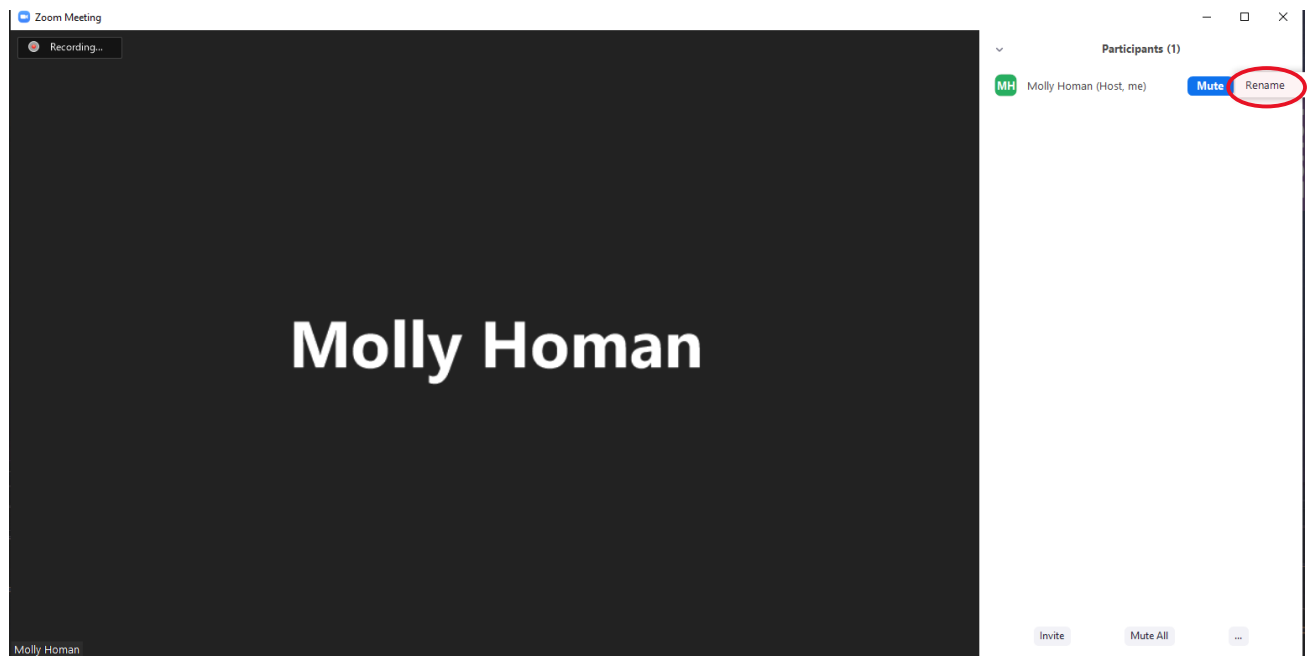
You will see a participant panel.



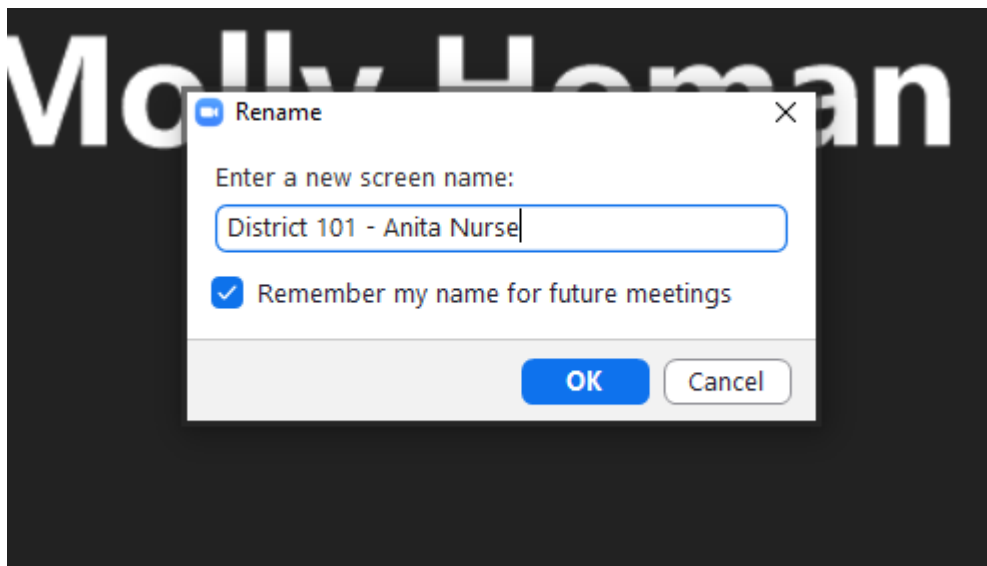
Hover over your name and click more:



Then click rename:



Type your name in the box that appears, then click OK:



**Q: What if I have problems during the event? Who can I talk to?**

**A:** If are having issues of any kind, send an email to [convention@ohnurses.org](mailto:convention@ohnurses.org). This convention email will be monitored throughout the event. You may also call our help desk staff, Jake and Brittany.

**Jake: 614-969-3800 x 0**

**Brittany: 614-400-1864**

**Voting elections support phone number - 866-384-9978**

**Q: If I lose connection and need to re-connect, will I be able to get in at any time or will I need to contact someone?**

**A:** Your Zoom link will allow you back in while Convention is in session.

**Q: Is the voting the same for elections, bylaws and reference proposals?**

**A:** Voting that is typically done in the House of Delegates, such as with Bylaws and Reference Proposals, will be conducted using the polling feature within Zoom. We will practice this during the House of Delegates practice sessions held September 20-24.

ONA elections voting will be done separately, using YesElections.

YesElections will email a link and unique pin code to the email provided

when you submitted your government-issued ID. The email is sent once polls open.

**Q: How will I vote when the election polls are open?**

**A:** You will receive a voting link right when the polls open. The email is sent to the email address provided when you submitted your government-issued ID.

**Q: What if I don't receive the link?**

**A:** Email [Help+OHNA@yeselections.com](mailto:Help+OHNA@yeselections.com). Remember, we can only send a ballot to those who have provided a government-issued ID by September 24<sup>th</sup>. You can also call **866-384-9978**.

**Q: How will I know my vote is cast?**

**A:** After you make your selections, you will have the opportunity to review your ballot. If you want to make revisions, you may return to your ballot. Once you're ready to cast your ballot, you can vote. Once your ballot is cast, you will see a screen confirming your vote along with the date and time it was submitted.

**Q: Do I log off during breaks or should I stay connected?**

**A:** No, please stay connected. If you get disconnected, you may be put into a waiting room until you are moved back in by our event production company.

**Q: How do we move into breakout? Do I need different links?**

**A:** Just hang tight and our event production company will take care of the rest. They will know who needs to go into which breakout and will automatically move you accordingly.

**Q: What if I accidentally get transferred to the wrong breakout room?**

**A:** Don't panic or click out. If you're moved into the wrong breakout, just indicate so in the chat box and someone will be with you.

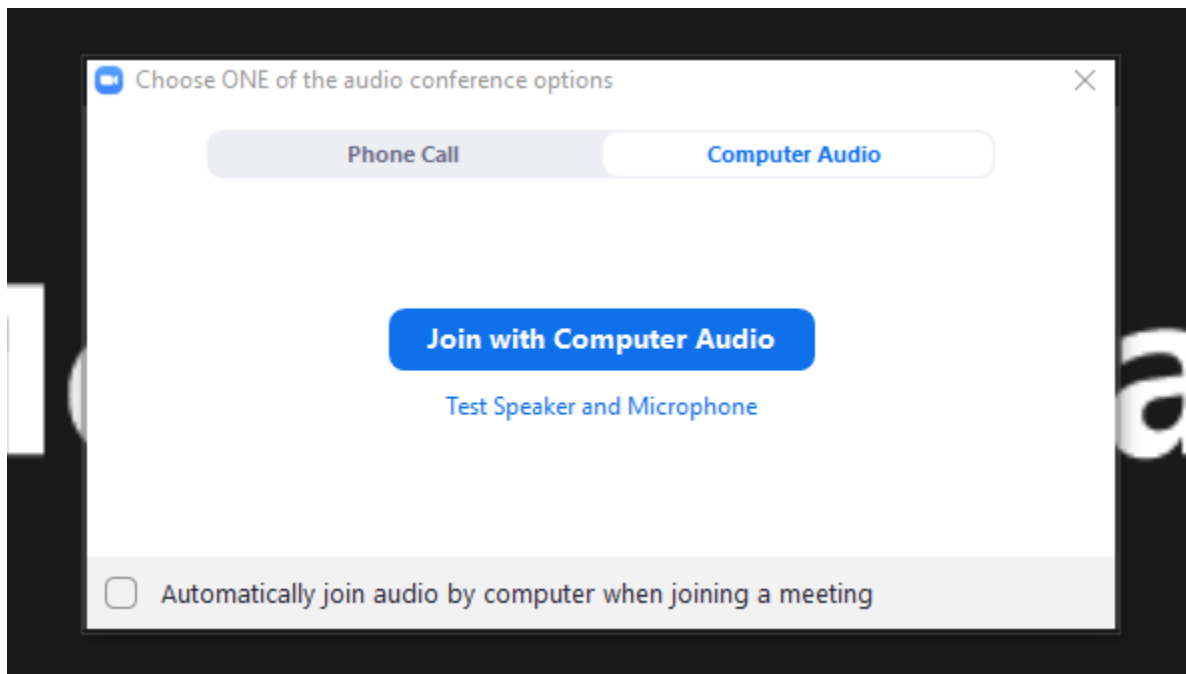
**Q: If I call in, is there anything special that I need to do?**

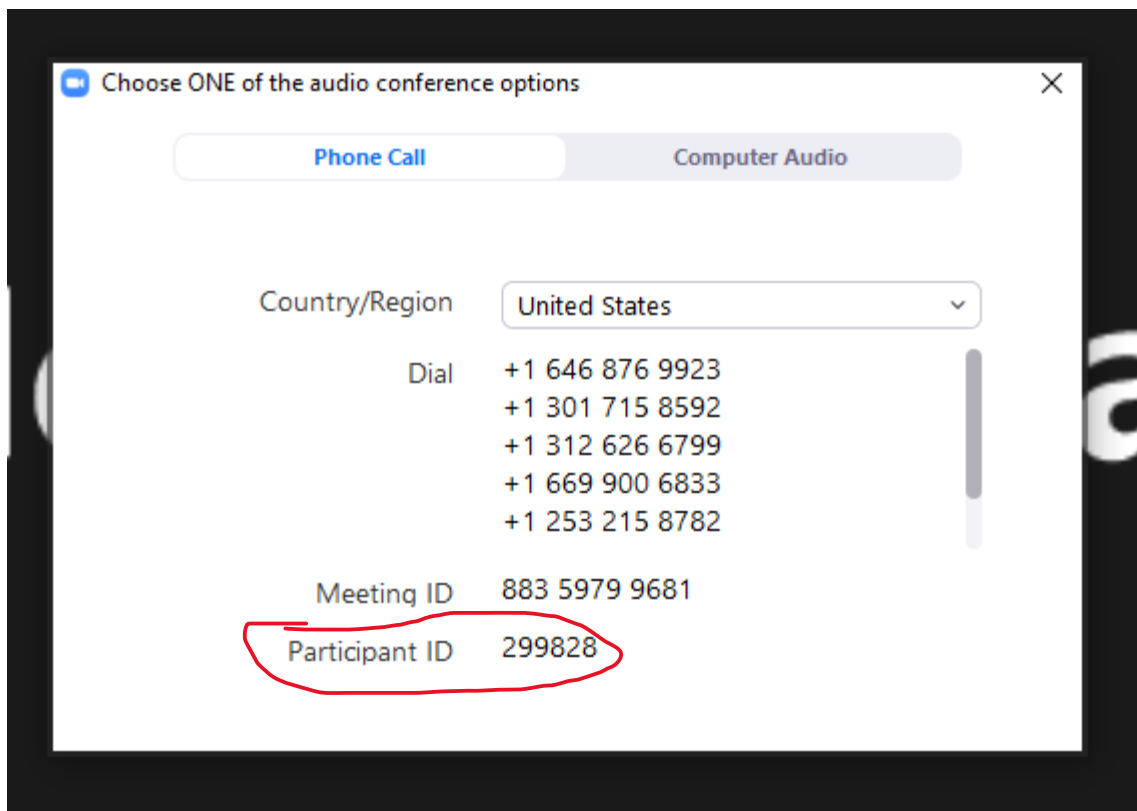
**A:** In order to fully participate in Convention, you must have the Zoom session open on a mobile device, tablet or computer.

If you have trouble connecting to audio using your computer's audio, then you may call in for audio.

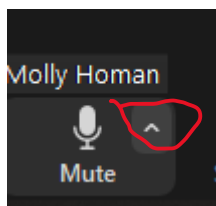
If you call in, please use the participant code that is listed with the call in information. This connects your phone number to your Zoom session. If you don't do this, we will ask you call in again and use the participate code.

**These are the audio options you will see when joining Zoom:**

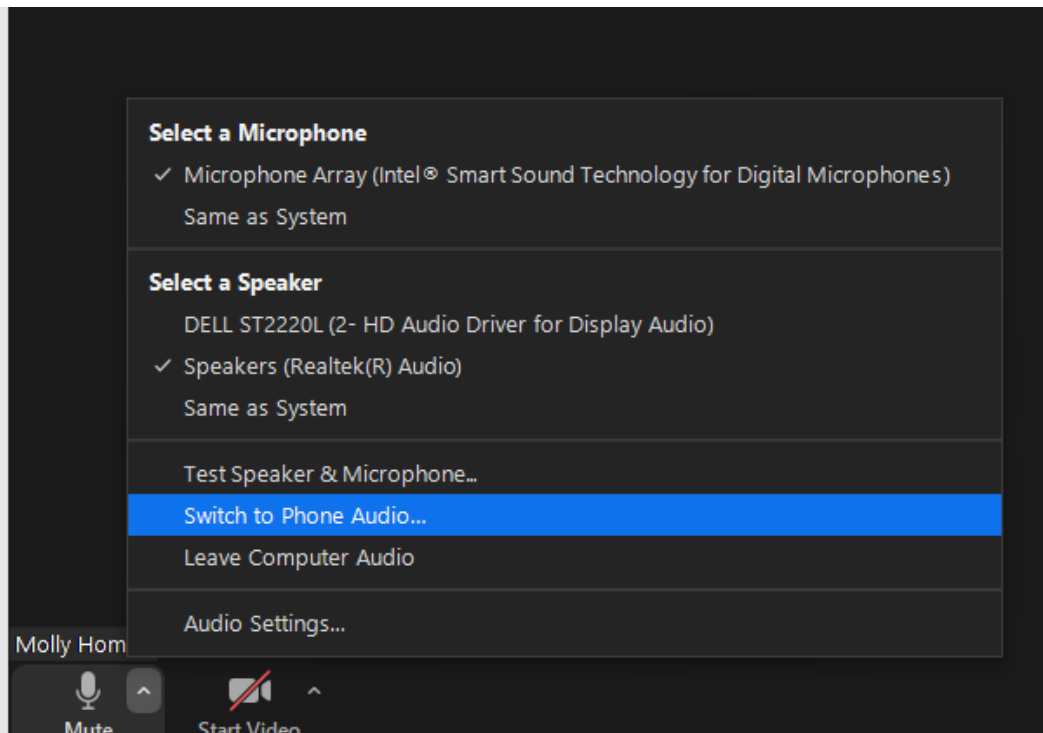




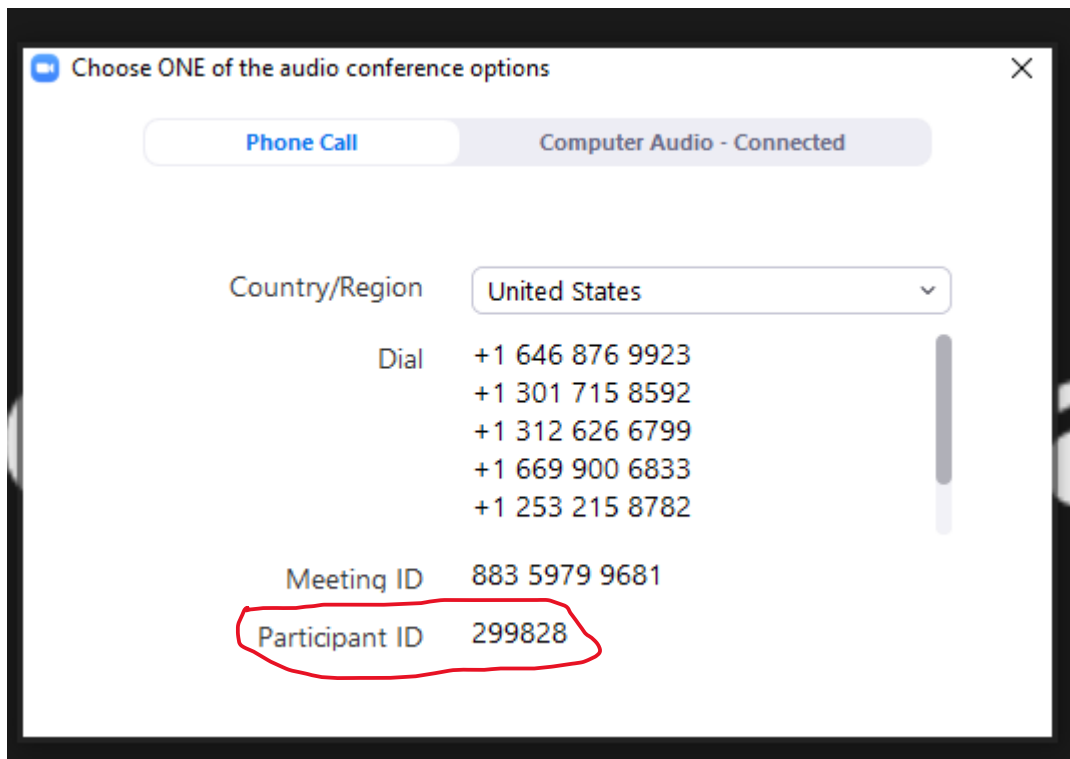
To change your audio option, hover at the bottom of your screen and click the arrow by the mute button.



Choose switch to phone audio if needed:



And the call in information will reappear:



Once you call in with the phone number of your choice, enter your meeting ID and participant ID, your session will switch from computer audio to phone audio.