

# 2025 WSFS Business Meeting

## Virtual Meeting Instructions

This document is provided to help navigate the virtual platform that will be used during the virtual Business Meetings on July 4, July 13, July 19, and July 25, 2025. All of the virtual meetings will begin at 9:00 a.m. Pacific Daylight Time, UTC-7 and are scheduled to run until 12:30 p.m. Items such as understanding how to log in to the virtual meeting platform, how to join the speaking pool, and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the Business Meeting.

It is also advised to **join the Test Your Tech session on Tuesday, July 1st** to test your login credentials. Follow the instructions in the Accessing the Virtual Meeting Platform section to log in to the Test Your Tech session. You may log in anytime between 7:00 a.m. – 10:00 a.m. Pacific or anytime between 3:00 p.m. – 6:00 p.m. Pacific. While we will not be having folks test being recognized to speak, you can still test your microphone during the Test Your Tech session using the **“Test Speaker and Microphone...”** option in Zoom audio settings.

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## Membership Requirements

You must be a member of WSFS with an attending or virtual attending supplement in order to attend the Business Meeting. You must purchase your membership at least 24 hours prior to the beginning of the session in order to ensure you can access the virtual meeting platform. If you purchase your membership after the 24-hour cutoff, we cannot guarantee that you will be able to access the virtual meeting platform. However, you will be able to attend any following sessions.

## Technical Requirements

- It is highly recommended to join the virtual meeting on a laptop or desktop computer for the best possible experience.
- Recent mobile phones, such as iPhones and Androids or iPads and tablets are fully supported for remote attendees. Mobile devices that are more than a decade old may not be fully supported.
- Chrome is the recommended internet browser.
- New Microsoft Edge (Chromium, released in 2020) and Firefox are also supported browsers.
- “Legacy” Edge (no longer supported by Microsoft), Internet Explorer, or Safari are not supported.

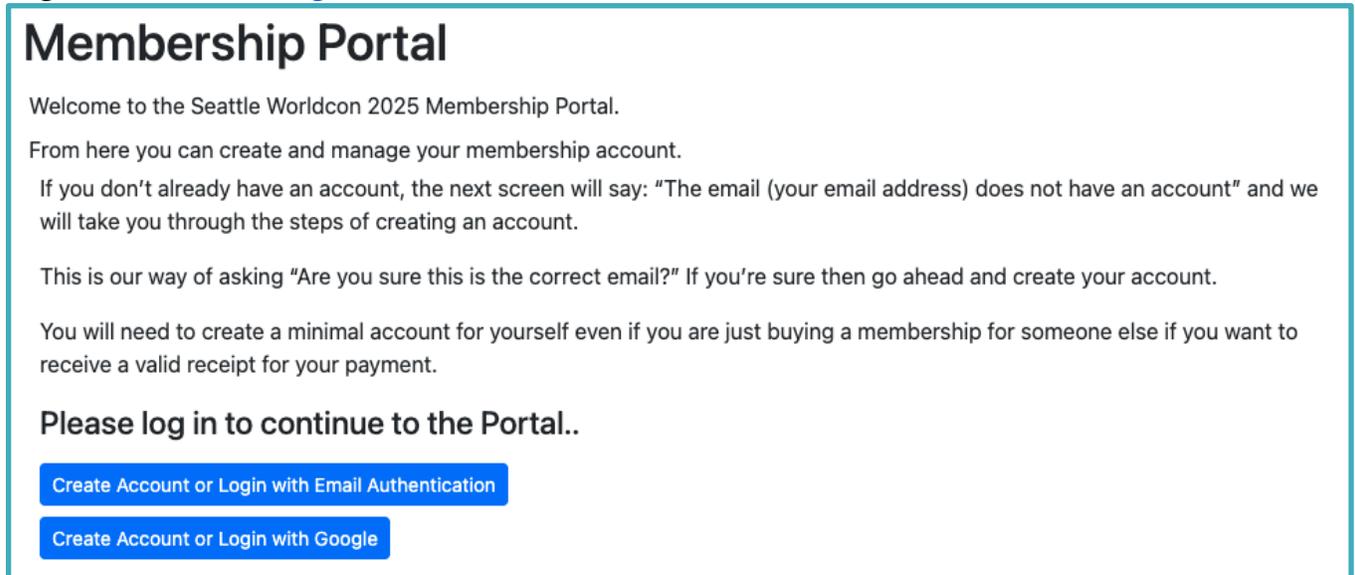
## Best Practices

- Log into the platform during the Test Your Tech session to test your credentials and device.
- Log into the platform 30 minutes before the meeting start time. We expect the platform to become available about an hour before the meeting start time.
- If you are planning to speak, join from a quiet place.
- Use a headset for the best possible audio quality, especially if you are planning to speak.

# Access the Lumi Virtual Meeting Platform

## Step 1: Get login credentials from the Seattle registration portal

- Log into the [Seattle Registration Portal](#).



**Membership Portal**

Welcome to the Seattle Worldcon 2025 Membership Portal.

From here you can create and manage your membership account.

If you don't already have an account, the next screen will say: "The email (your email address) does not have an account" and we will take you through the steps of creating an account.

This is our way of asking "Are you sure this is the correct email?" If you're sure then go ahead and create your account.

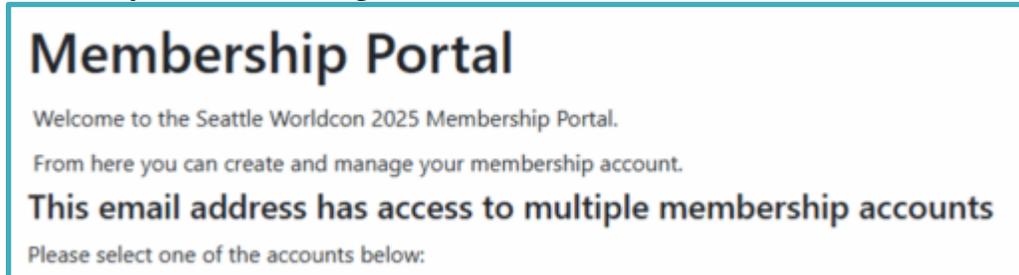
You will need to create a minimal account for yourself even if you are just buying a membership for someone else if you want to receive a valid receipt for your payment.

**Please log in to continue to the Portal..**

Create Account or Login with Email Authentication

Create Account or Login with Google

- For emails associated with a single member, you will be logged straight into the Portal.
- For emails associated with multiple members, you will be prompted to select which member you are accessing.



**Membership Portal**

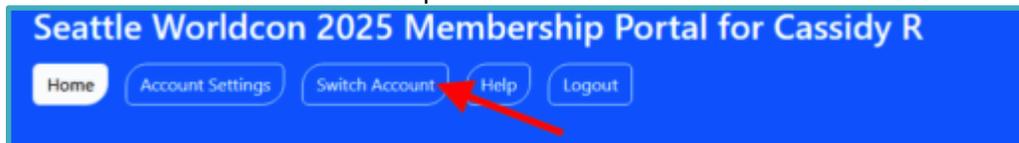
Welcome to the Seattle Worldcon 2025 Membership Portal.

From here you can create and manage your membership account.

**This email address has access to multiple membership accounts**

Please select one of the accounts below:

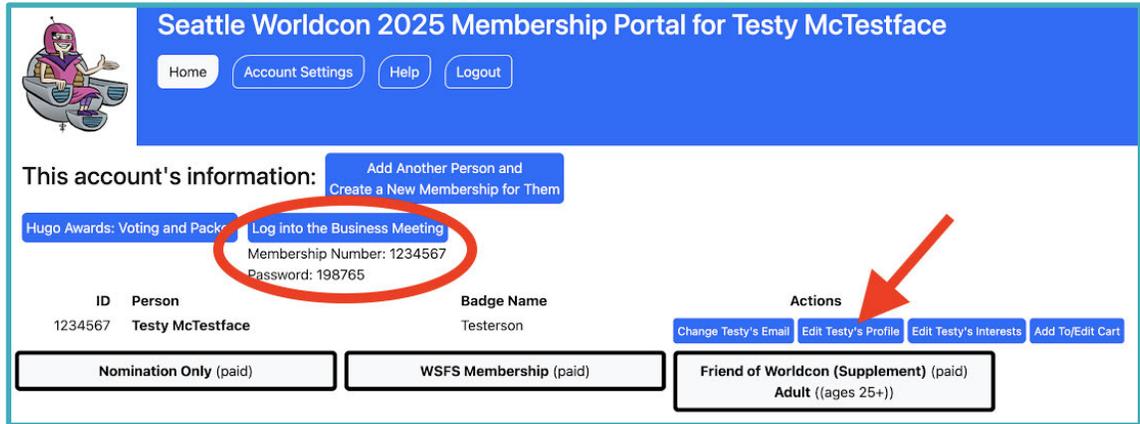
- Or, at the top of the screen for the account you are currently logged into, you can click **Switch Account** to redirect to profile selection.



Seattle Worldcon 2025 Membership Portal for Cassidy R

Home Account Settings Switch Account Help Logout

- Once logged into the registration portal, you will see a blue **Log into the Business Meeting** button, directly below which will be your Membership Number and Password to use when logging into the Lumi virtual meeting platform.
  - The name that displays under “Person” is how your name will appear in the virtual meeting platform and Zoom. You can update this by clicking **Edit [name’s] Profile**.



*\*This is screenshot is from the test environment; this is not yet live on the Seattle registration portal.*

## Step 2: Go to the Lumi virtual meeting platform website

- Click the blue **Log into the Business Meeting** button in the Seattle registration portal, **OR**
- Click the meeting link here: <https://meetings.lumiconnect.com/200-732-314-977>, **OR**
- Scan the QR code to access the virtual meeting platform.



## Step 3: Log in to the virtual meeting platform

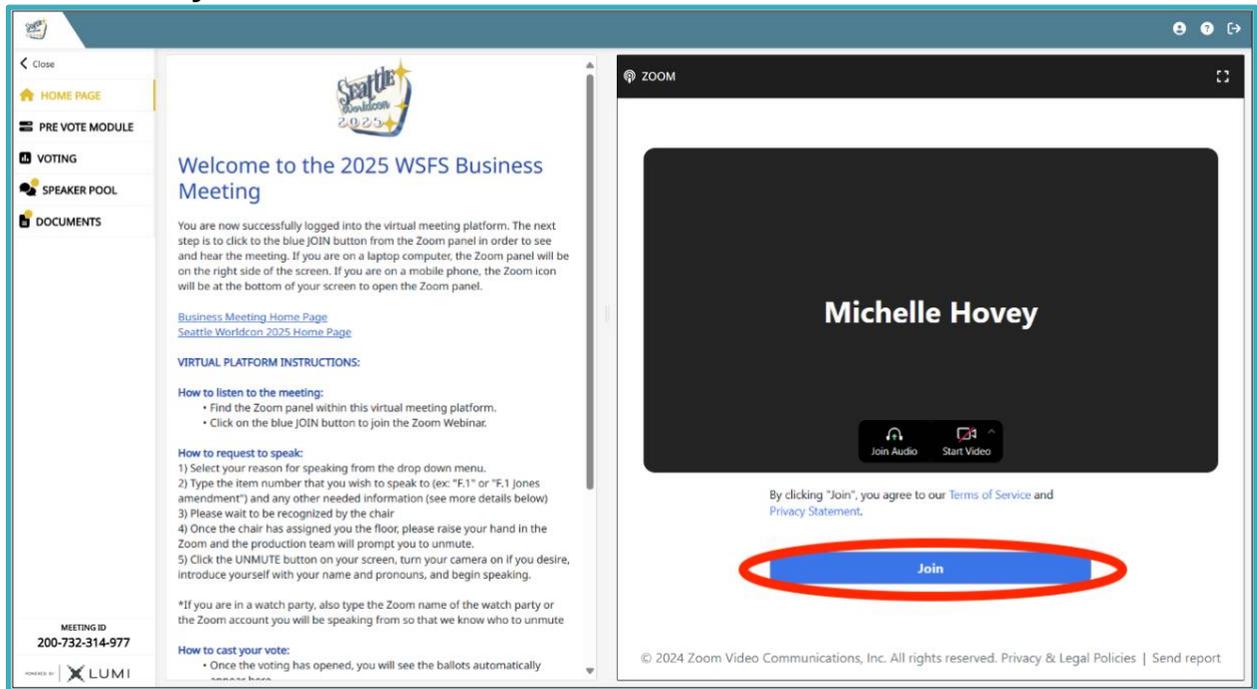
- Enter the Membership Number and Password from the Seattle registration portal.
- Type your Membership Number in the top box.
- Type your unique password in the lower box.
- Click **Sign In**.

**Contact the help desk at [bm-help@seattlein2025.org](mailto:bm-help@seattlein2025.org) for log in questions or technical assistance.**

The screenshot shows the '2025 WSFS Business Meeting' login page. At the top, there's a back arrow and the Seattle Worldcon 2025 logo. Below the logo, the text reads '2025 WSFS Business Meeting'. A note states 'Required fields are marked with an asterisk (\*)'. The login form has two input fields: 'Membership Number \*' and 'Password \*'. The password field has an eye icon for toggling visibility. At the bottom, there's a 'Support' dropdown menu and a yellow 'Sign in' button.

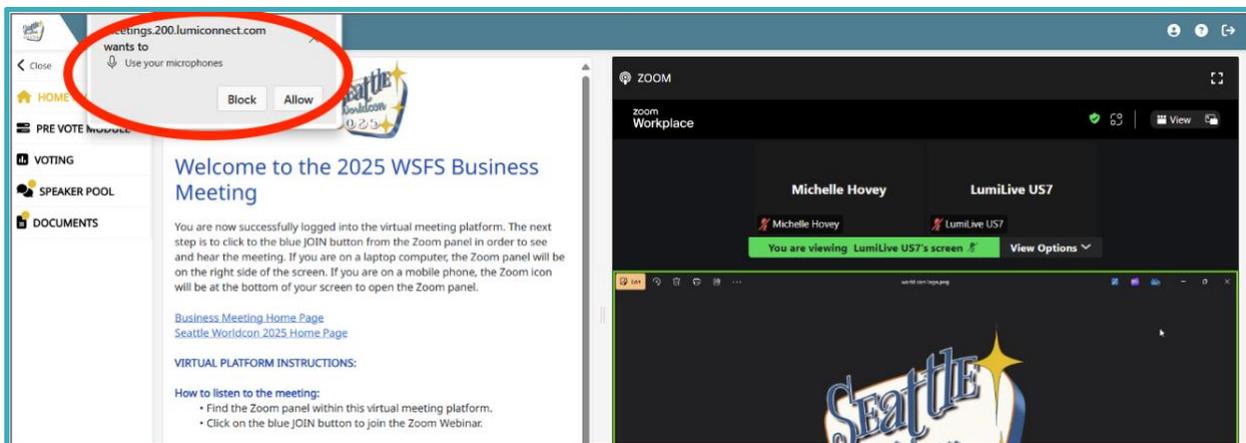
## Step 4: Connect to Zoom

- After logging into the virtual meeting platform, you must join the Zoom Meeting inside the Lumi platform in order to follow along with the meeting.
- Click the blue **JOIN** button.



Should you wish to speak or be on camera, click **ALLOW** from the pop-up box in the upper left hand corner of your screen to allow the Lumi platform access to your microphone and camera.

You should only see this pop-up the first time you log in. Your web browser should remember these settings the next time you log in to the virtual meeting platform.



Please note that you are joining the Zoom from a user account created specifically for this meeting; this is not your personal Zoom account. As such, it will not automatically have the settings you have configured for your personal account. You will need to reapply your preferred settings.

# Using the Virtual Platform

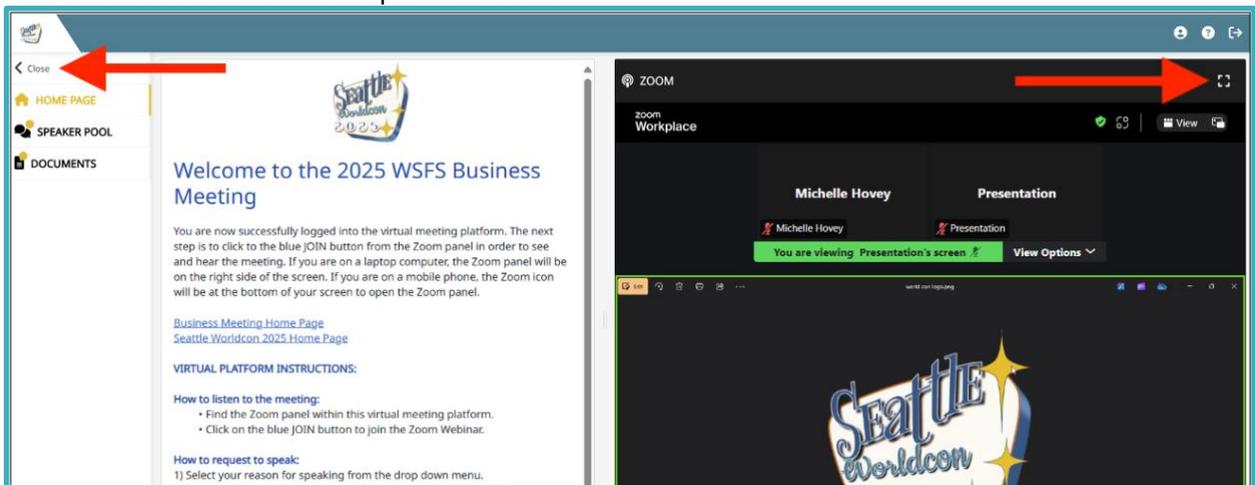
## Layout of the Virtual Meeting Platform

Left side - Lumi Panel	Right side - Zoom panel
<ul style="list-style-type: none"><li>• Home Page</li><li>• Request to Speak</li><li>• Voting</li><li>• Documents</li></ul>	<ul style="list-style-type: none"><li>• View/listen to meeting proceedings</li><li>• Raise Hand function to second motions or object to unanimous consent (when the Presiding Officer asks, "Is there any objection to...")</li><li>• Raise Hand function to speak <i>after</i> being recognized by the Presiding Officer</li><li>• Unmute when recognized to speak</li><li>• Turn camera on, if you so choose</li></ul>

## Configuring the Platform

After logging into the virtual meeting platform, you can make a few adjustments for better viewing experience:

- Click on the **CLOSE** button in the upper left hand corner to minimize the left menu bar.
- Click on the white square box in the upper right hand corner to maximize the Zoom panel to make it easier to see the presentation.

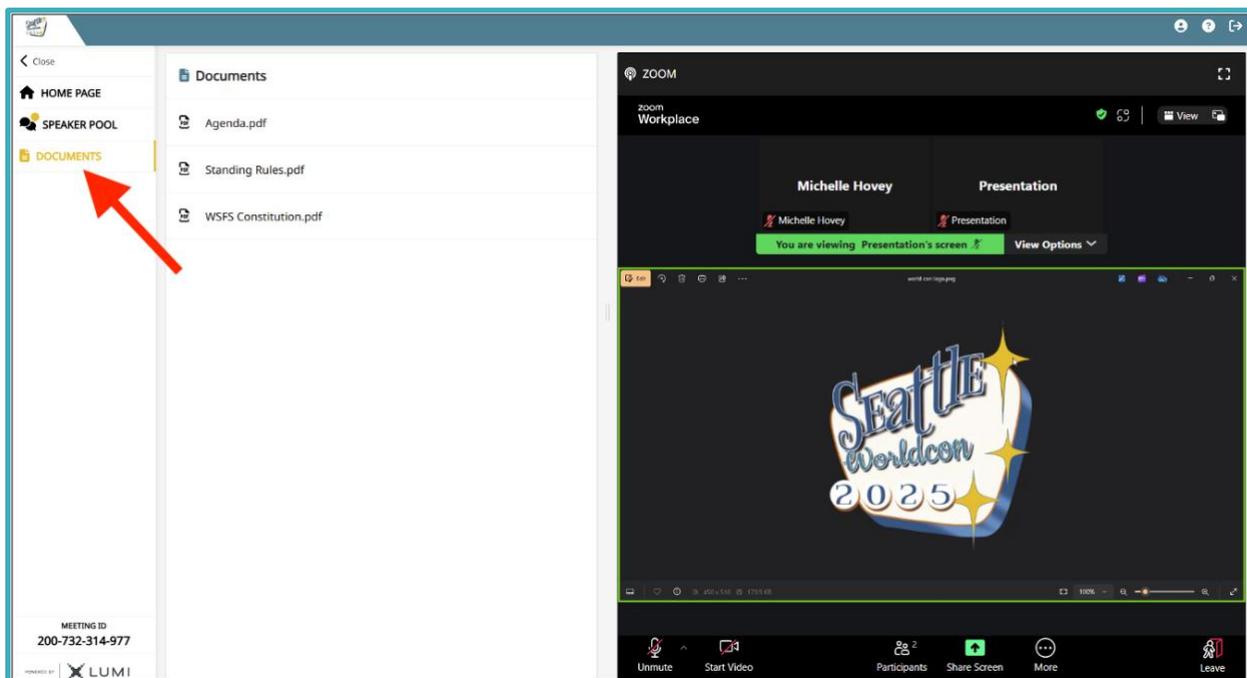


## Viewing Documents

You can click on the **DOCUMENTS** tab from the left menu at any time during the meeting.

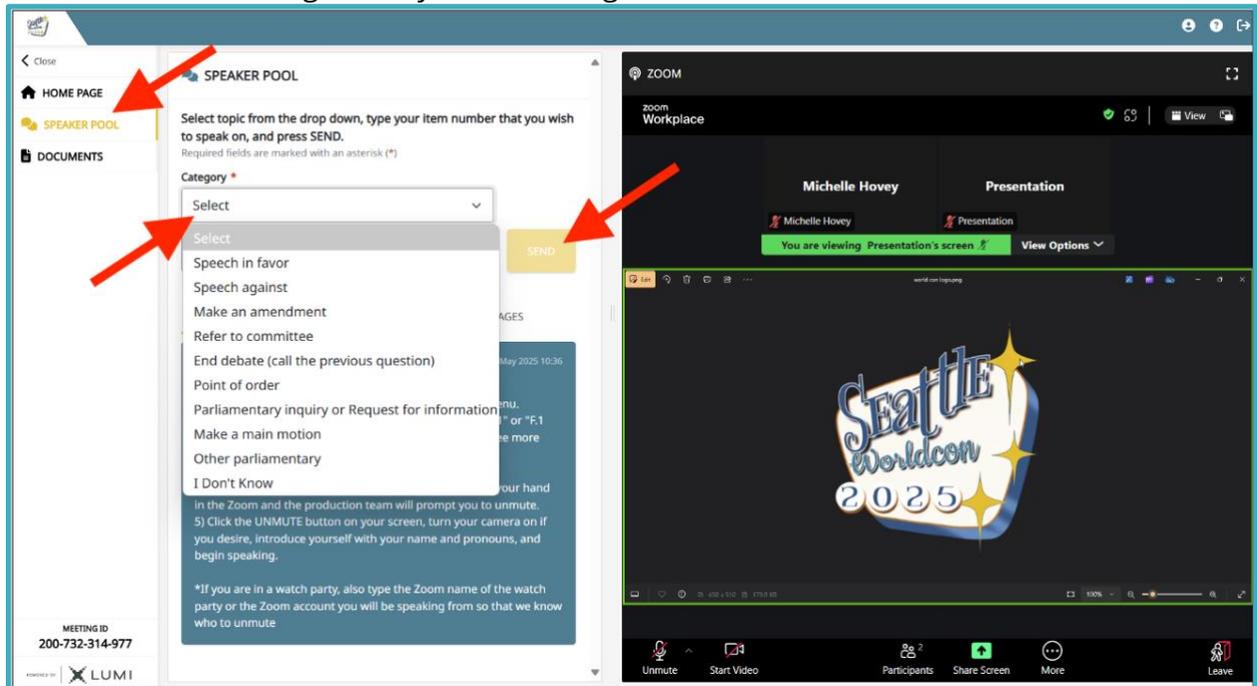
- Click on the document name to open that document within the virtual platform.
- Click on the download button to save the document outside of the virtual platform.

Among the documents which will be available for download is the report of the Investigation Committee formed by the 2024 Business Meeting to look into matters surrounding the 2023 Hugo Awards. In keeping with the rules pertaining to executive session as detailed in the Business Meeting Agenda, members are reminded of their responsibility to maintain the confidentiality of proceedings within executive session, including the full report.

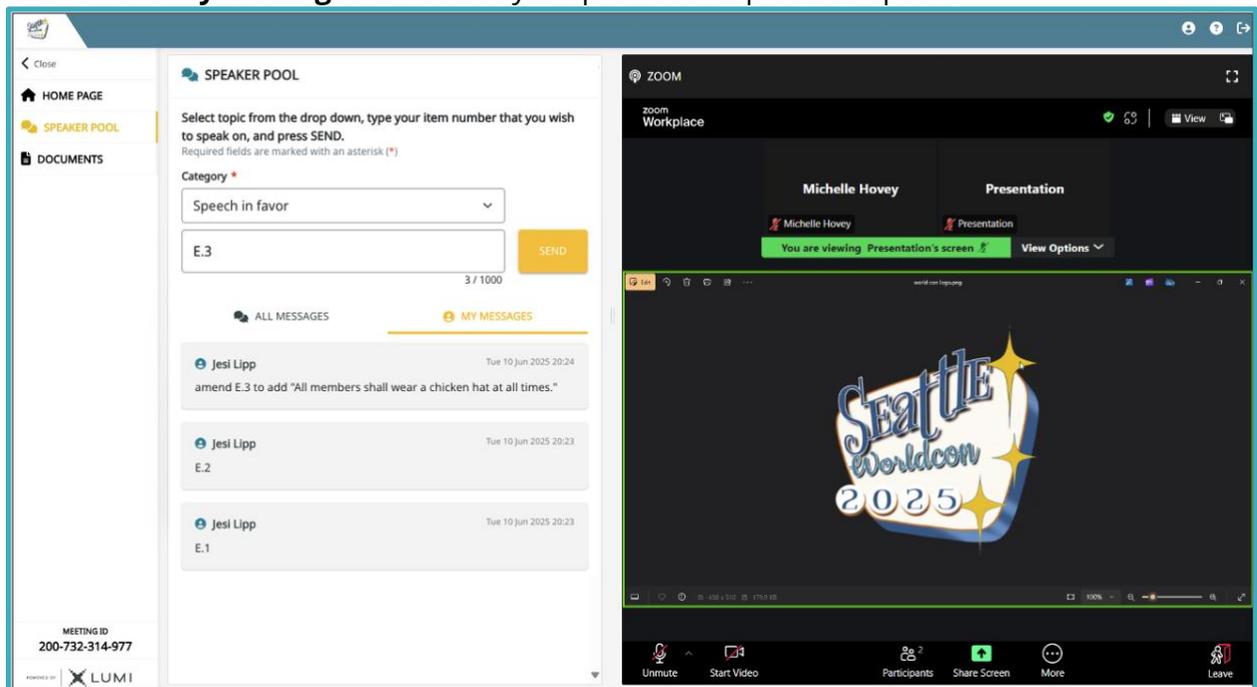


## Request to Speak

- Click the **SPEAKER POOL** tab in the left menu bar.
- Select the category of your request from the drop down menu at the top.
- Enter the item number you wish to speak on (e.g., E.01), and any other necessary or helpful information, and press the **SEND** button.
- Please wait to be recognized by the Presiding Officer.



- Click on the **My Messages** tab to see your previous requests to speak.



Categories for requests to speak will include:

- Speech in favor
- Speech against
- Make an amendment
- End debate
- Point of order
- Parliamentary inquiry or Request for information
- Make a main motion
- Other parliamentary
- Retract request
- I Don't Know
- Report on Speaker Pool

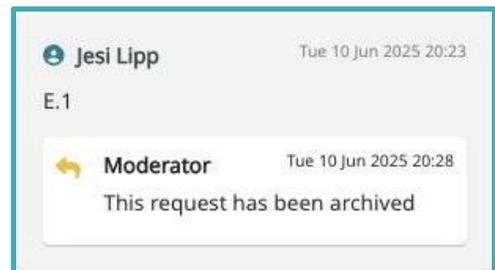
Some categories will only be available at specific times during the meeting when they are relevant or more likely to occur, such as:

- Refer to committee
- Postpone indefinitely
- Nominate

At a minimum, you'll include the item number of the proposal you are wishing to speak to. Some requests will require additional information to assist the Presiding Officer in determining when you should be recognized. The documentation available on the platform will have clear instructions for what information needs to be included with different request categories.

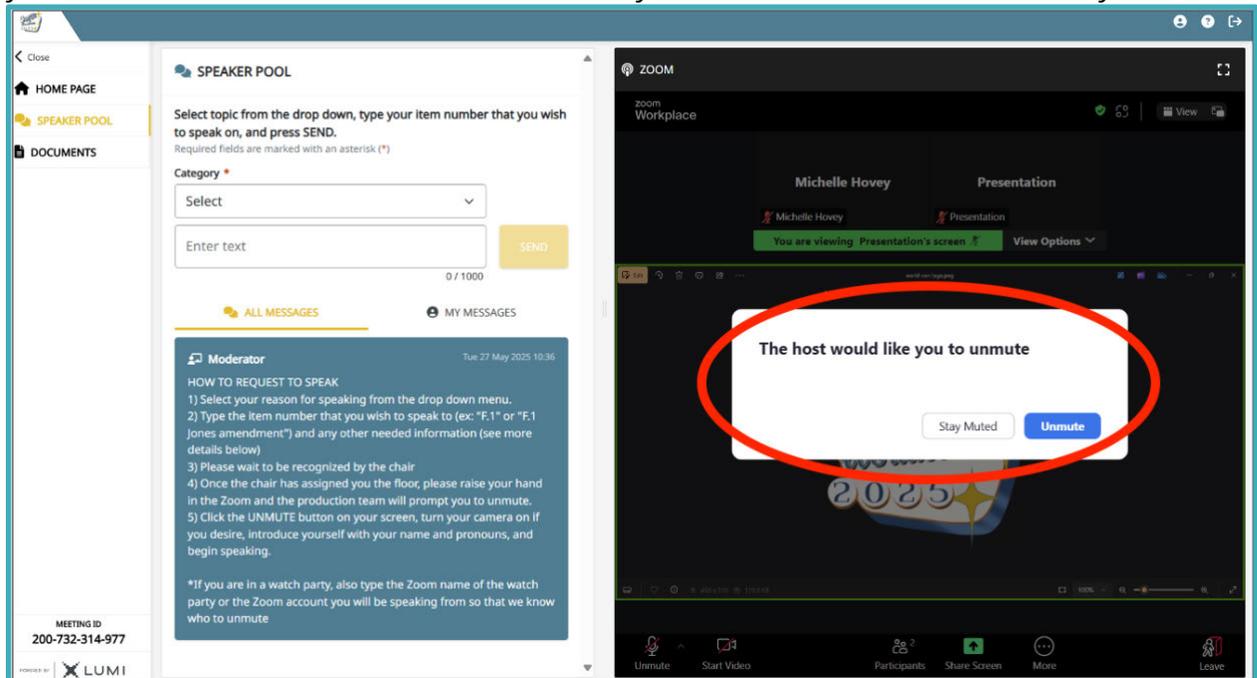
If you wish to retract a request to speak, you will use the **Retract request** option and indicate which request you are retracting.

As requests are resolved, due to being retracted, the speaker being recognized, or the request being resolved in another fashion (such as someone else making the motion you were going to make), Business Meeting staff will archive the request on the backend and respond to your request to indicate that it has been archived.



## How to Speak

- When you are recognized to speak, use the **Raise Hand** function in the Zoom (this pops your name up to the top of the participant list so that production staff can easily identify you).
  - To assist in the flow of the meeting, the Presiding Officer will generally recognize folks two to three speakers in advance. For example, the Presiding Officer might say: "I am recognizing Alice for a speech in favor and then I will recognize Bob for a speech against and then Carla for another speech in favor."
  - You may need to click the **MORE** button in Zoom to access the Raise Hand function, depending on the size of your window.
- Once the production staff have enabled your microphone, you will receive a pop-up message in the Zoom panel prompting you to unmute your microphone.
  - You will not see an unmute button until the production team has prompted you to unmute.
- Click on the blue **UNMUTE** button, then introduce yourself and begin speaking.
  - Please make sure you are prepared to be recognized and ready to begin speaking; if you are not prepared when the Presiding Officer recognizes you, we will move on to the next person.
- Once you are done speaking, the production team will mute your microphone and lower your hand in the Zoom. You will see a note on your screen that "The host muted you."



## Microphone Troubleshooting

You can test your microphone to ensure that Zoom is receiving your audio by clicking the arrow next to the microphone icon in Zoom and clicking "**Test speaker and microphone...**"

- If Zoom is not receiving input from your microphone, click on the padlock icon or settings icon from your web browser (this will be the small icon just to the left of where you would type in a web address) to bring up an Options menu.
- Make sure it says **Allow** or that the toggle is turned on for meetings.200.lumiconnect.com to have access to your microphone.

If you still cannot be heard, please refresh your browser by clicking on the circular arrow button to the left of where you would type in a web address. This will require you to re-join the Zoom meeting.

If you are unable to make the audio within Zoom work, you can choose to not use Computer Audio and instead use your phone for audio.

- Click the arrow next to the microphone icon to bring up a menu.
- Click "**Leave computer audio.**"
- Click "**Call me.**"
- Type in your phone number. Zoom will call your phone so that you can listen to the meeting on your phone.
- Stay logged into the Lumi platform and Zoom platform on your laptop to continue seeing the meeting, but listen to the audio on your phone.

## Seconding and Objecting

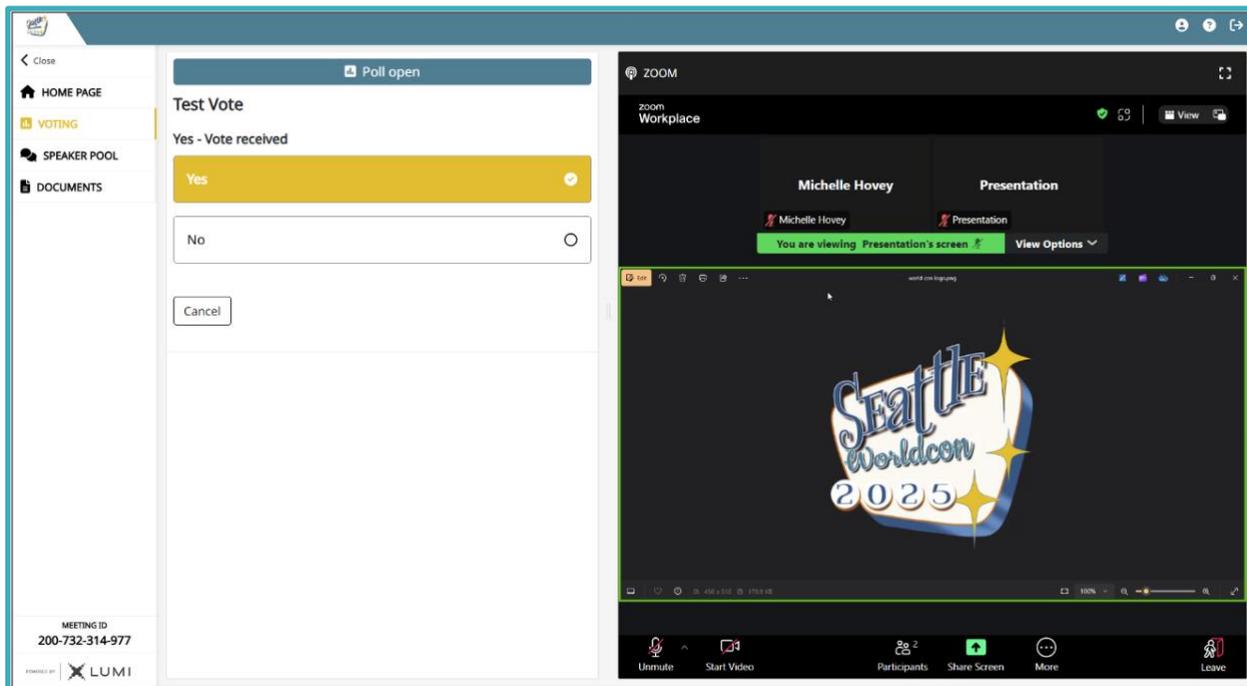
- Use the **Raise Hand** function in the Zoom to second a motion or object if the Presiding Officer asks for unanimous consent (by asking, "Is there any objection to...")
  - *You may need to click the **MORE** button in Zoom to access the Raise Hand function, depending on the size of your window.*
- After asking for a second or for objections, the raised hands will be cleared.

The Raise Hand function is also used for those who have been recognized to speak (see above). If you had your hand raised in order to be recognized to speak as described above, you will need to re-raise your hand in Zoom after the raised hands have been cleared.

## How to Vote

- When a vote is opened by the Presiding Officer, it will automatically appear on your screen.
- To cast your vote, click/touch your choice and it will be highlighted.
- You will see confirmation text of your vote on screen as well.
- To change your vote, click/touch a new selection and you will see confirmation of the new selection on your screen.
- For single choice votes, there is no Submit button; your last choice when the Presiding Officer closes the vote will be submitted.

*\*For votes where you need to select more than one response, you will need to press the **SUBMIT** button to send all of your choices.*



## Enabling/Disabling Captions

- From the Zoom panel, click on the **MORE** button to bring up the menu.
- Then click on **CAPTIONS** option from the menu, then click **SHOW CAPTIONS**.

## Troubleshooting

If you are having any issues accessing or utilizing the Lumi platform, please contact the Business Meeting Help Desk at [bm-help@seattlein2025.org](mailto:bm-help@seattlein2025.org).

## Watch Parties

If you wish to host a watch party for the Business Meeting to allow a group of members to participate in the meeting from the same location, please email [bm-help@seattlein2025.org](mailto:bm-help@seattlein2025.org) so that we may assist you in having a successful watch party.

**Please note:** Business Meeting staff will do everything we can to work with watch party hosts to facilitate a successful watch party. However, it is ultimately up to the watch party host to make sure that they have the technical capacity and capability to host a watch party.

## Host Responsibilities

Contact [bm-help@seattlein2025.org](mailto:bm-help@seattlein2025.org) with the information about which date(s) you are planning on hosting a watch party and where you will be joining from. Business Meeting staff will create a non-voting log into the Lumi platform for you to use with a watch party name (e.g., AwesomeCon Watch Party).

- Use this non-voting login to join the Lumi platform (using the instructions above) on the computer that will be projecting the Zoom.
- Connect the Computer Audio to the Zoom meeting so that everyone present can hear the meeting.
- Members who wish to speak will do so from the watch party computer that is projecting the Zoom.
  - Display the Zoom name of the watch party for everyone (this is the same as the watch party name that Business Meeting staff will have given you. You can also see the name by viewing the Participants list; your name is the first one listed).
  - Set up the watch party computer so that members may easily get to it if they wish to speak; make sure that it has a reasonable quality camera and microphone.
  - Please have a designated person stationed at the watch party computer for troubleshooting and to assist members who are recognized to speak.

## Individual Member Responsibilities

- Each individual member will need to have their own device (laptop, mobile phone, or tablet) with access to the internet via cell service or connection to the venue wifi.
- Individual members will log in to the Lumi platform on their own device, following the instructions in the [Access the Lumi Virtual Meeting Platform](#) section.
- You will use your personal device to request to speak and vote.

## Speaking from a Watch Party

- Request to speak from your personal device using the instructions in the [Request to Speak](#) section.
  - In the text field, include the Zoom name of the watch party.
- When a member from the watch party is recognized to speak, the Presiding Officer will call their name and the watch party name, and the member should move to the watch party computer.

- At the watch party computer, the host will use the **Raise Hand** function in Zoom (this pops your name up to the top of the participant list so that production staff can easily identify you).
- When prompted by the production team, the host will unmute the microphone and can turn on the camera if the member who will be speaking so wishes.
- The member can then introduce themselves and begin speaking.
- When they are done speaking, the production team will mute the microphone.

## Multi-Member Households

If a small number of members from the same household/location are joining the meeting, they do not need to create a full watch party. In general, if you can easily swap the laptop you are joining the Zoom on between members, you can follow the Multi-Member Household instructions, rather than creating a watch party.

- All members should log in to the meeting platform on their own device.
- Only one member should join the Zoom meeting and connect to audio. It is strongly encouraged that this person joins from a computer rather than a mobile device.
- You should request to speak from the device that you are logged in on, to assist Business Meeting staff with recording names correctly in the minutes. If your account is not the one connected to the Zoom, use the Request to Speak text field to indicate the Zoom name of the member connected to the Zoom.
- When you are recognized to speak, the Presiding Officer will call your name and the name to be unmuted on the Zoom.
- Follow the instructions in the [How to Speak](#) section, using the computer that is connected to the Zoom.

## Multiple Logins on One Device

We strongly encourage everyone to join the meeting platform from a separate device. However, if you are not able to do so, you can access the meeting with multiple logins on a single device by using different browsers, different browser profiles, or Incognito mode.

- You can log in to a second account using a different browser.
- You can log in to a second account using a different browser profile.
- You can log in to a second account using Incognito (Chrome), Private Browsing (Firefox), or InPrivate (Edge). However, you cannot use multiple Incognito windows to log in to additional accounts (you can be logged in as member A in Chrome and member B in Incognito, but if you open a second Incognito window, it will log you in as member B again).
- Only one account should join the Zoom meeting. This is the account that should be used for speaking, using the instructions in the [Multi-Member Households](#) section.

# Discord

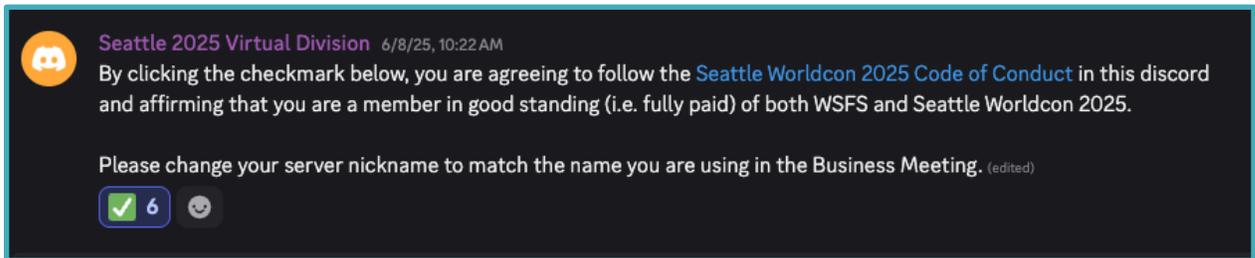
We are providing a convention-run Discord server for members who wish to chat about the Business Meeting with other attendees. We will also use this Discord for posting brief statements from candidates for committee elections.

The Discord will be on read-only mode between meetings, except for posts by Admins. The Discord will become active 3 hours prior to the start of each session, and will enter read-only mode again 3 hours after the session adjourns.

Please note that while Business Meeting staff may be in the Discord, it is not the official platform and location of the virtual meeting. The proceedings of the Business Meeting will take place in the Lumi virtual meeting platform; all conversations in the Discord are not official meeting business. You can, however, use the Discord server to reach out to the Help Desk staff if you are having issues.

The Discord is not yet live; an invite link will be available on the Lumi platform during the meeting.

- When you click the invite link, you will be prompted to agree to the Seattle Code of Conduct by clicking the green checkmark below the post. After doing so, you will have access to the rest of the server.



- After clicking the checkmark, please set your server nickname to the one being used on the Lumi platform and in the Zoom (which is the “Person” name in the Seattle registration portal, see the [Access the Virtual Meeting Platform](#)).

