



## Teleconference Instructions

AUSU used an online teleconferencing system for all council meetings, allowing participation from anywhere in the world. We encourage participants to connect to the teleconference through their computer.

### Log in as follows:

1. Go to <https://athabasca.pgimeet.com/AUSUCouncil>.
2. Select "Enter as Guest".
3. Enter your name and email address.
4. Click "Join Meeting".
5. A "Connect Audio" box will pop up. Ensure you have popups enabled on your computer.
  - a. If you want to connect to audio by telephone, under the "Call My Phone" tab, enter your phone number and extension is applicable, and click "Connect Me". The system will then call your telephone.
  - b. If you want to connect through your computer, click "Call My Computer" and then hit "OK". If you choose this option, however, we recommend using a headset as your computer speaker and microphone set up may affect sound quality for you and other participants.

### Dial-In Only:

If you do not have computer access for the meeting, you may join the audio only portion of the meeting by calling **1-877-806-9883** and entering the participant code **206869#**.

### Protocols:

Attendees are encouraged to mute their phone lines when not speaking to reduce background noise for all participants. Mute your line by pressing \*6. Pressing \*6 again will unmute your line.

Please log in from a quiet place if possible, as teleconference lines can pick up a lot of background noise.

Please be respectful and courteous to all participants. AUSU encourages feedback and questions, but abusive or threatening language, profanity, or discrimination will not be tolerated.

All members must abide by AUSU's Anti-Harassment policy 2.12, which can be viewed online [here](#).