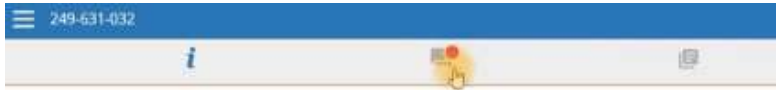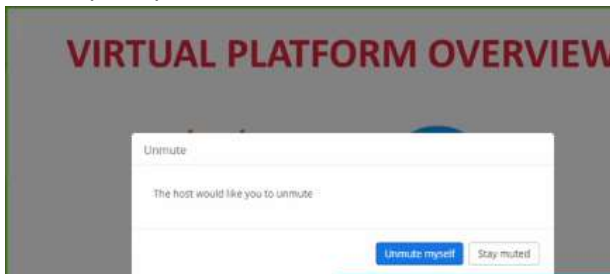To Speak at VA Annual Conference – 4 steps

1. Join Speaker queue by Click on Chat bubble icon top center left side:

2. Select an ALL CAPS topic from black screen, copy & paste into WHITE text box at the bottom of the screen (to the left of the SEND arrow)

3. Click on SEND arrow & receive a "RECEIVED" response

4. Wait for Bishop to call your name

5. When called, raise your ZOOM "hand" at the bottom of the right screen in the middle:

6. Tech support will unmute your microphone

7. At popup at the top of your screen, click ALLOW BROWSER to access your microphone THEN

8. At this prompt:

   unmute yourself

9. Announce name, district, & church, then speak

To submit a MOTION or AMENDMENT at VA Annual Conference – additional steps