

2026 WSFS Business Meeting

Virtual Meeting Instructions

This document is provided to help you navigate the virtual platform that will be used during the virtual WSFS Business Meetings on July 17, July 26, August 1, and August 9, 2026. 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.

We also recommend that you ***join a passive Test Your Tech session on Thursday, July 9th*** to test your login credentials and your ability to join the Zoom and see/hear speakers, and familiarize yourself with the virtual meeting platform. To log into the Test Your Tech session, follow the instructions in the [Access the Lumi Virtual Meeting Platform](#) section. You may log in anytime between 7:00 a.m. – 9:00 a.m. Pacific or anytime between 3:00 p.m. – 5:00 p.m. Pacific.

You can also ***join an active Live Orientation session on Friday, July 10th*** which will give you the opportunity to test your ability to vote and your audio (including microphone). To log into the Live Orientation session, follow the instructions in the [Access the Lumi Virtual Meeting Platform](#) section. The Live Orientation sessions will be from 7:00 a.m. - 8:00 a.m. Pacific and 4:00 p.m. - 5:00 p.m. Pacific and will include multiple test votes as well as the ability to test your microphone. We recommend joining the live orientation session at the start of the session, but you should still be able to participate if you join partway through.

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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. This same 24-hour cutoff applies to attending the Test Your Tech and Live Orientation sessions.

Technical Requirements

- We strongly recommend that you join the virtual meeting on a laptop or desktop computer for the best possible experience.
- Recent mobile devices, such as Apple and Android phones and tablets, are fully supported. 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, and Safari are not supported.

Best Practices

- Log into the platform during the Test Your Tech session to test your credentials and device.
- If you have a complicated audio setup or have limited browser permissions, log into the platform during the Live Orientation setting to test your microphone.
- 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.
- 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.
- Before the meeting starts, look through the rest of these instructions to familiarize yourself with the Lumi platform.

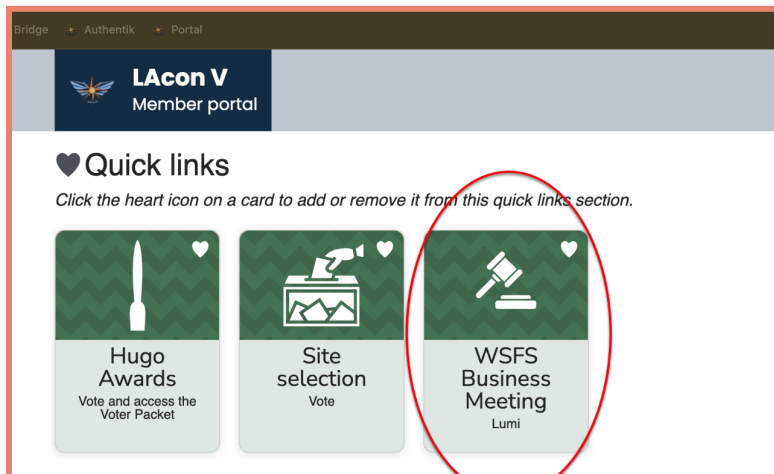
Access the Lumi Virtual Meeting Platform

Note: You won't be able to access the Lumi platform until the Test Your Tech sessions on July 9th.

Step 1: Log in to the LAcon V Member Portal

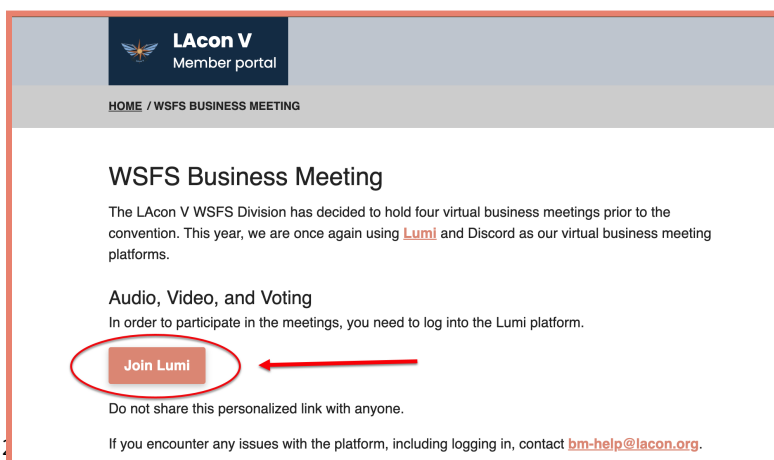
1. Go to portal.lacon.org
2. **If you're already logged in as yourself, skip to "Step 2," below**
If your name appears in the top right, then you're logged in, and you don't need to log in again.
3. **If you are logged in as someone else, log out**
If someone is already logged in, their name will appear in the top right. If this is not you, click the name and select "Log out".
4. **Enter your email address or username**
See [Should I use my email or username](#) for more details.
5. **Enter your password**
This will be the one you picked in Step 3 of [Activating your account](#).
6. **Check your permissions**
You may see a screen asking you to confirm you are okay with the application receiving certain permissions. See [Application permissions](#) for more information.
7. **Click "Continue"**
You should now see your name appear in the top right of the Member Portal.

Step 2: Click the WSFS Business Meeting card



If you do not see this card and believe you should, contact the help desk at bm-help@lacon.org. Please note that the WSFS Business Meeting card will not be available until July 9th for the Test Your Tech session.

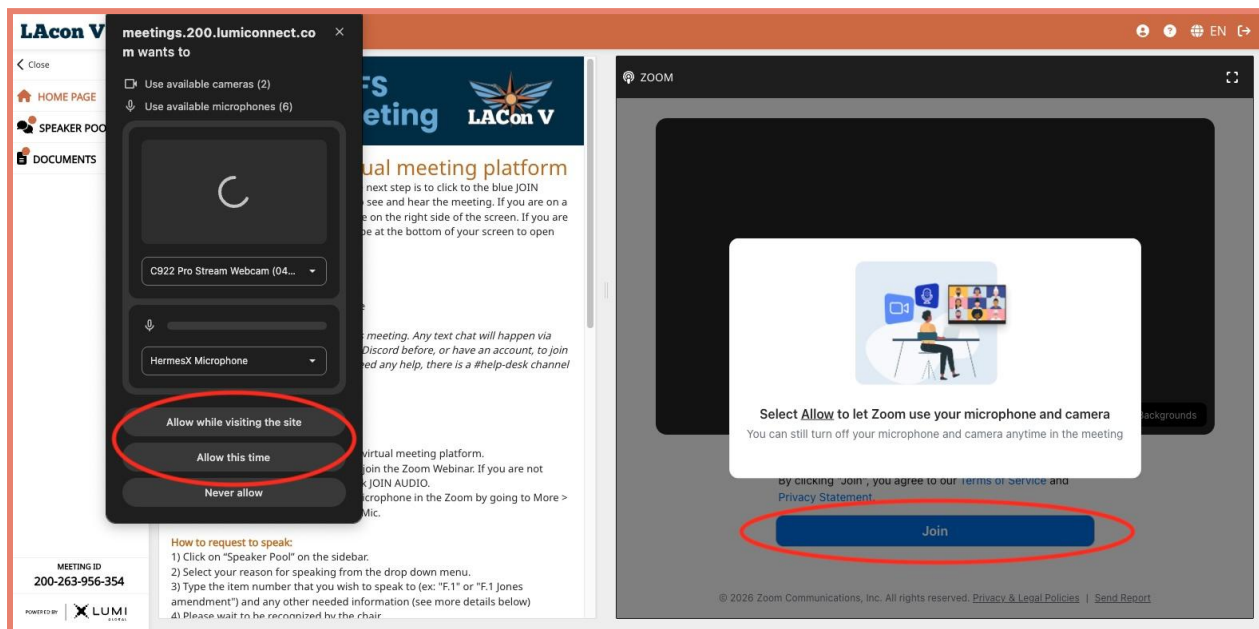
Step 3: Click the "Join Lumi" button



If the Join Lumi button does not appear, or if you need any other help with this process, contact the help desk at bm-help@lacon.org. Please note that the Join Lumi option will not be available until July 9th for the Test Your Tech session.

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.



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

Note: 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

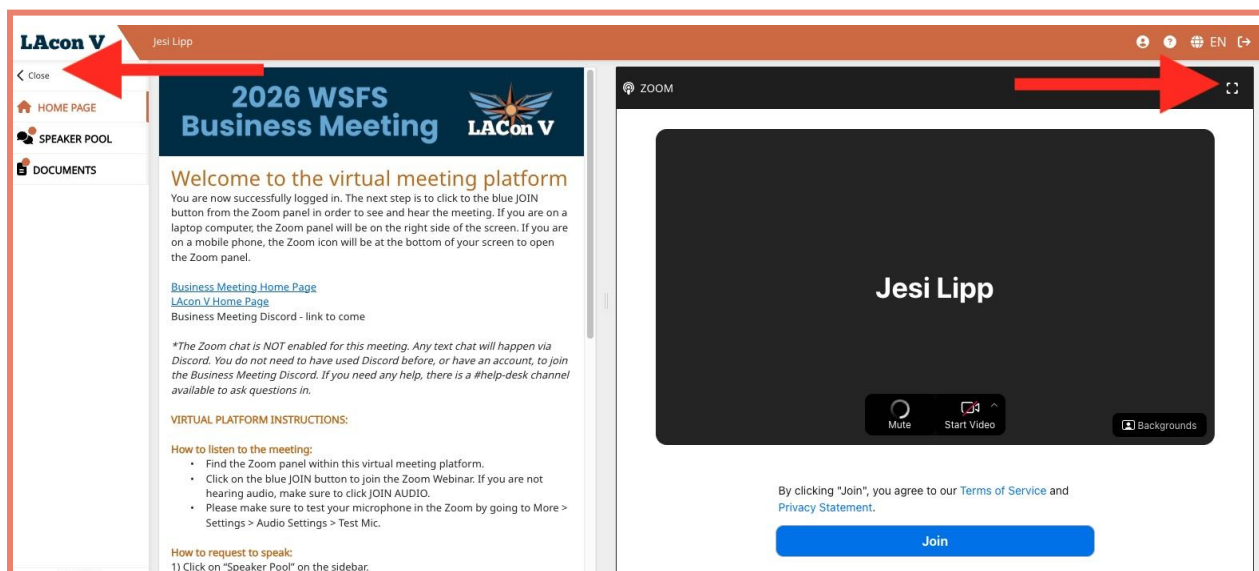
Layout of the Virtual Meeting Platform

Left side - Lumi Panel	Right side - Zoom panel
• Home Page • Request to Speak • Voting • Documents	• View/listen to meeting proceedings • Raise Hand function to second motions or object to unanimous consent (when the Presiding Officer asks, "Is there any objection to...") • Raise Hand function to speak <i>after</i> being recognized by the Presiding Officer • Unmute when recognized to speak • Turn camera on, if you so choose

Configuring the Platform

After logging into the virtual meeting platform, you can make a few adjustments:

- If you want to minimize the left menu bar, click the **CLOSE** button in the upper left hand corner.
- If you want to maximize the Zoom panel, to make it easier to see the presentation, click the white square box in the upper right hand corner.

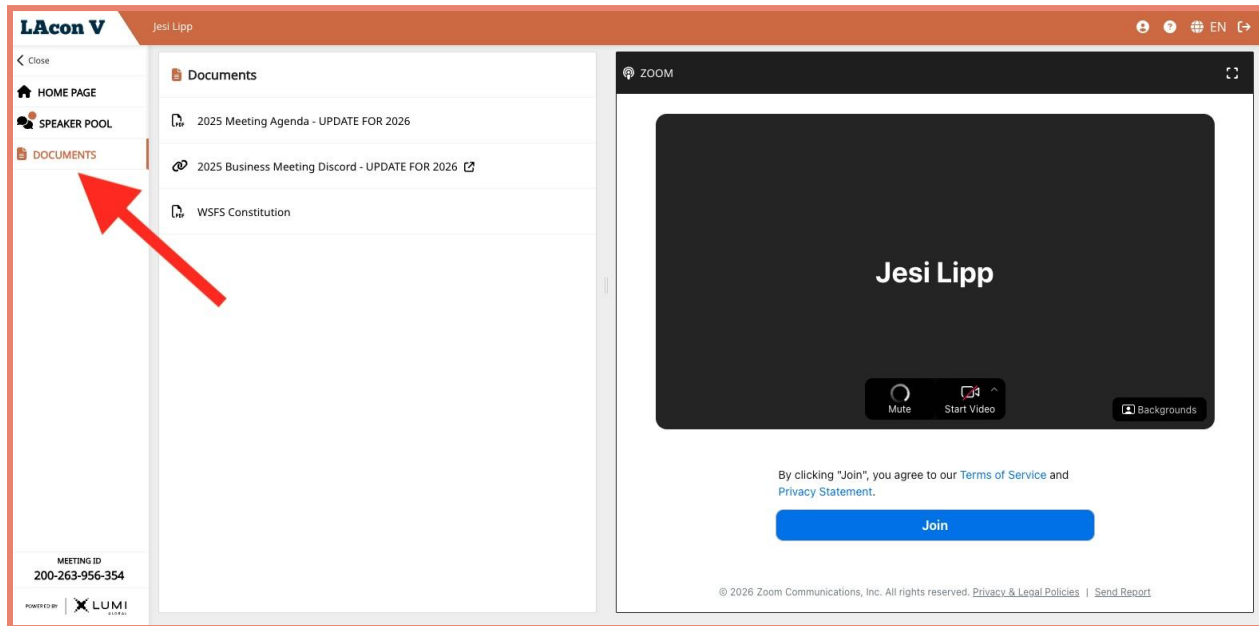


Viewing Documents

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

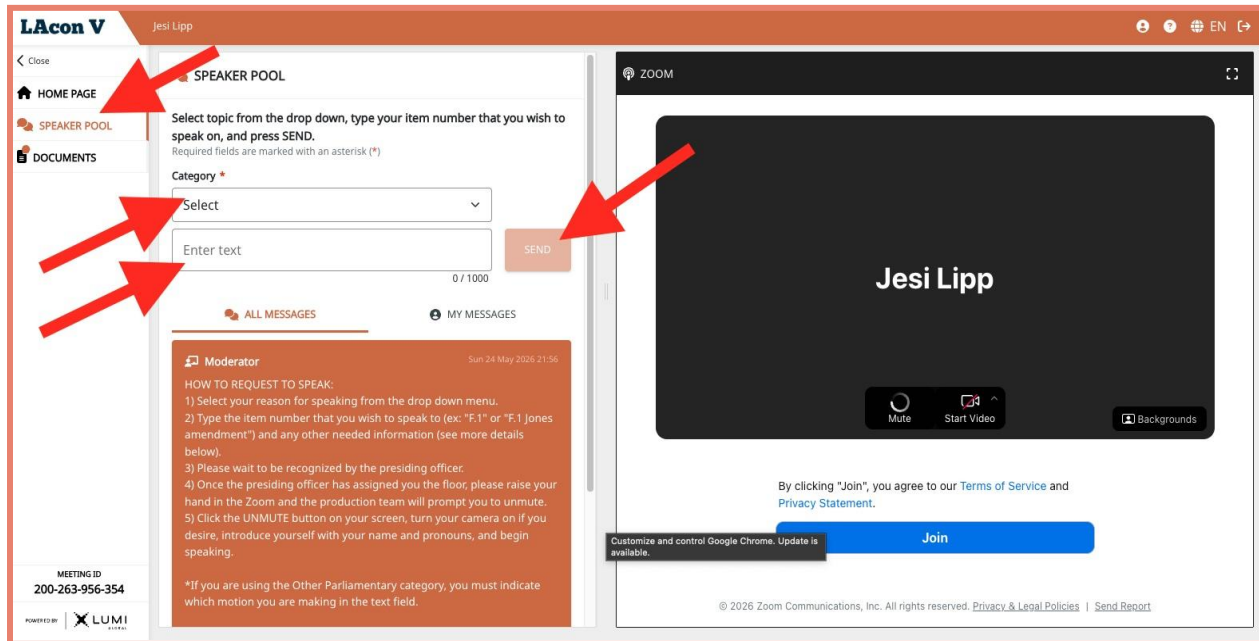
- To open a document within the virtual platform, click the document name.
- To save a document outside of the virtual platform, click the download button.

Among the documents which will be available to view on the platform is the report of the Trial Committee formed by the 2025 Business Meeting regarding matters surrounding the 2023 Hugo Awards. In keeping with the rules pertaining to executive session as detailed in the Business Meeting Agenda, you have a responsibility to maintain the confidentiality of proceedings within executive session, including the full report.

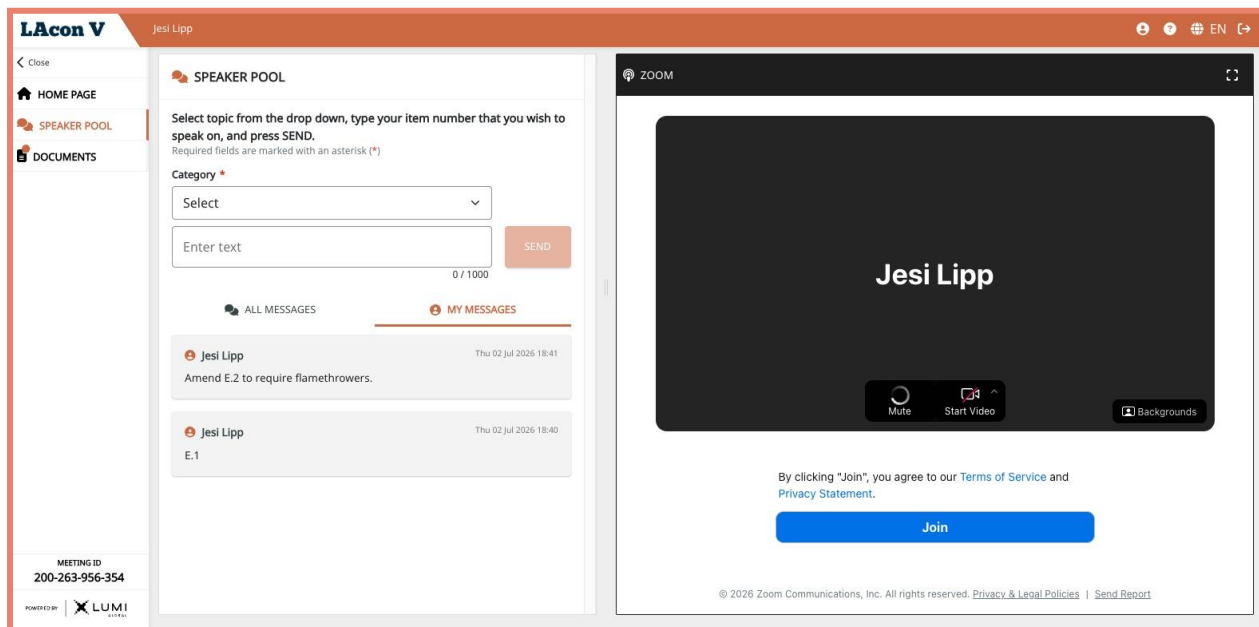


Request to Speak

1. Click the **SPEAKER POOL** tab in the left menu bar.
2. In the Speaker Pool tab, select the category of your request from the drop down menu at the top.
3. In the textbox, enter the item number you wish to speak on (e.g., E.01), and any other necessary or helpful information, and click the **SEND** button.
4. Please wait to be recognized by the Presiding Officer.



To see your previous requests to speak, click the **My Messages** tab.



Categories for requests to speak 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

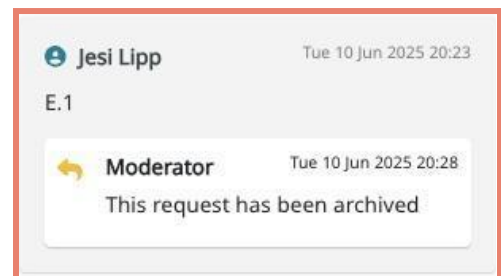
Some categories will only be available at specific times during the meeting when they are relevant or more likely to occur, such as:

- Refer to committee
- Postpone indefinitely
- Nominate

In the text box below the category, enter the item number of the proposal you are wishing to speak to. For some requests, you'll also need to add more information to help the Presiding Officer determine when you should be recognized. The documentation that appears below the text box will have clear instructions for what information needs to be included with different request categories.

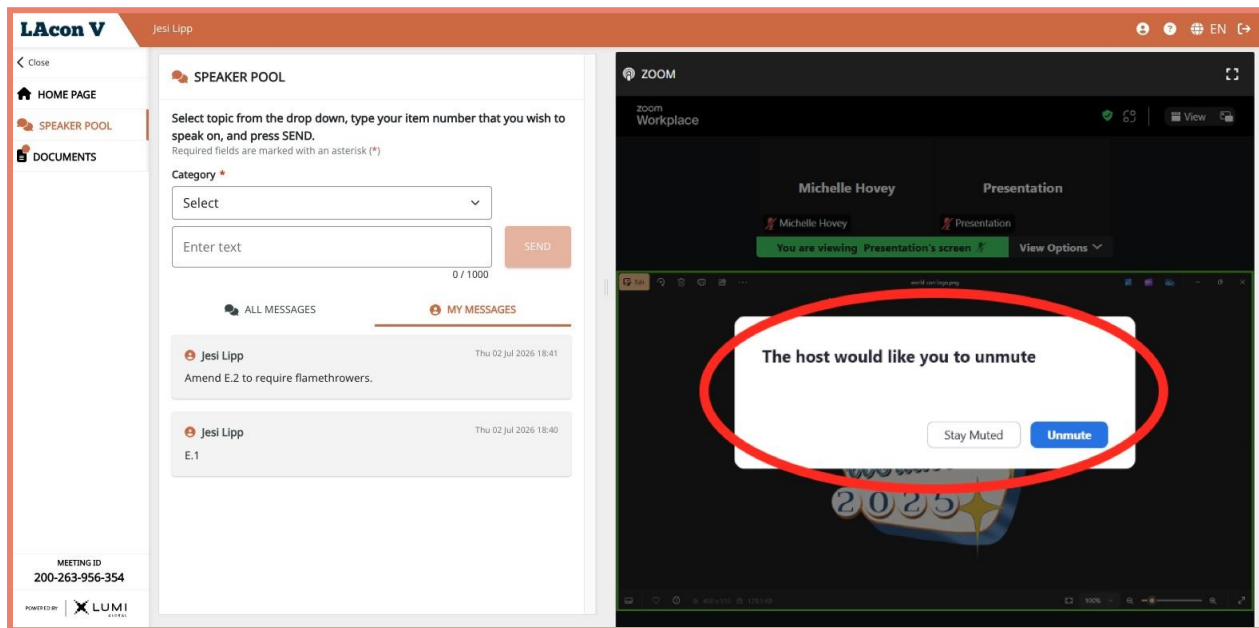
If you wish to retract a request to speak, use the **Retract request** option and indicate which request you are retracting.

As each request is 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 and respond to it to indicate that it has been archived.



How to Speak

1. 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."
 - **Note:** You may need to click the **MORE** button in Zoom to access the Raise Hand function, depending on the size of your window.
2. 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.
3. Click 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.
4. 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 the padlock icon or settings icon from your web browser (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 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 and speak using your phone.
- Stay logged into the Lumi platform and Zoom platform on your laptop to continue seeing the meeting, while using the audio on your phone.

Seconding and Objecting

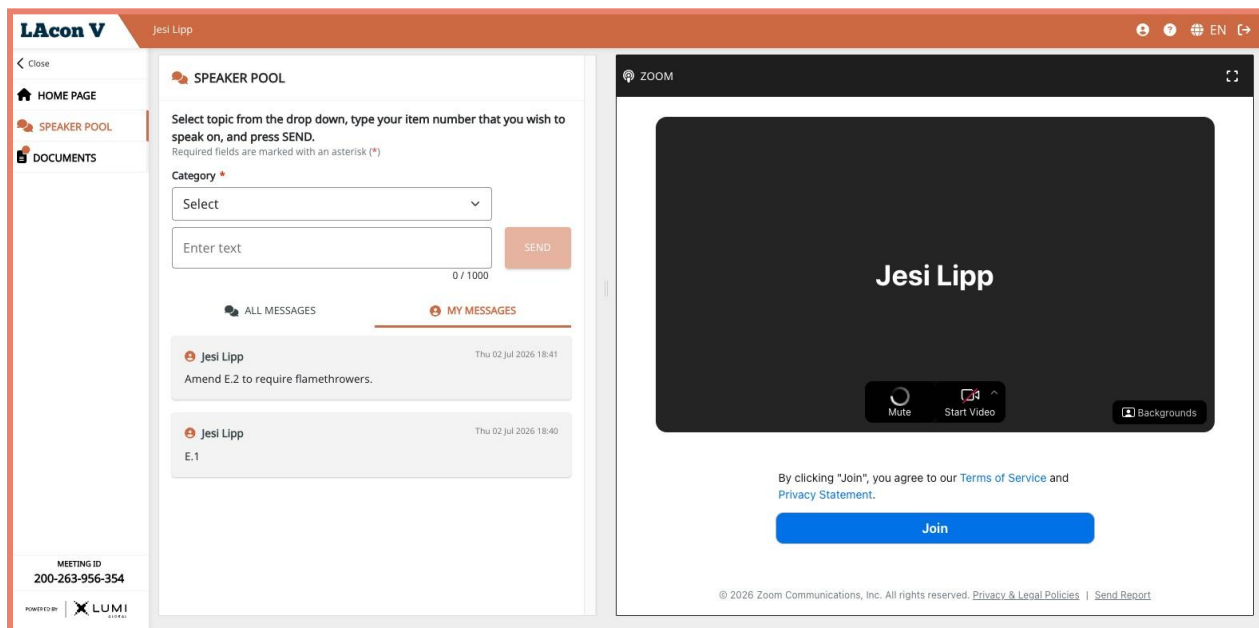
- To second a motion, or to object if the Presiding Officer asks for unanimous consent (by asking, “Is there any objection to...”), use the **Raise Hand** function in Zoom.
 - **Note:** *You may need to click the **MORE** button in Zoom to access the Raise Hand function, depending on the size of your window.*
- After the motion is seconded, or after the objection is resolved, the raised hands will be cleared.

Note: You also use the Raise Hand function when you’ve been recognized to speak (see above). If you had your hand raised after being recognized to speak as described above, and you want to raise your hand to second or object, you will need to re-raise your hand in Zoom after the raised hands have been cleared.

How to Vote

1. When a vote is opened by the Presiding Officer, it will automatically appear on your screen.
2. To cast your vote, click your choice and it will be highlighted.
3. The voting page also displays "Vote received" confirmation text .
4. To change your vote, click/touch a new selection and you will see confirmation of the new selection on your screen.
5. For single-choice votes, there is no Submit button; your last choice when the Presiding Officer closes the vote will be submitted.

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



Enabling Captions

- In the Zoom panel, click the **MORE** button to bring up the menu.
- In the menu, click **CAPTIONS** , then click **SHOW CAPTIONS**.

Troubleshooting

If you have any issues accessing or using the Lumi platform, please contact the Business Meeting Help Desk at bm-help@lacon.org. This email is monitored during the meeting. There is also a Tech Help channel in the Business Meeting Discord (which will be made available via a link in the Lumi platform).

Multiple People in One Location

If a small number of members in a single location are attending the meeting, follow the [Multi-Member Households](#) instructions.

If a larger number of members in a single location are attending the meeting, set up a watch party ahead of time, and follow the instructions in [Watch Parties](#).

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@lacon.org as soon as possible so that we can help you set it up.

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@lacon.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 Lumi login 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 vote, and to *request* to speak, but you'll use the watch party computer to speak.

Speaking from a Watch Party

1. 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.
2. 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.
3. At the watch party computer, the host will use the **Raise Hand** function in Zoom (this pops the watch party's name up to the top of the participant list so that production staff can easily identify you).
4. When prompted by the production team, the watch party host will unmute the microphone and can turn on the camera if the member who will be speaking so wishes.
5. The member can then introduce themselves and begin speaking.
6. 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 these 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. We strongly recommend that this person joins from a computer rather than a mobile device.
- If you want to speak, submit a *request* to speak from your own device, the one 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.

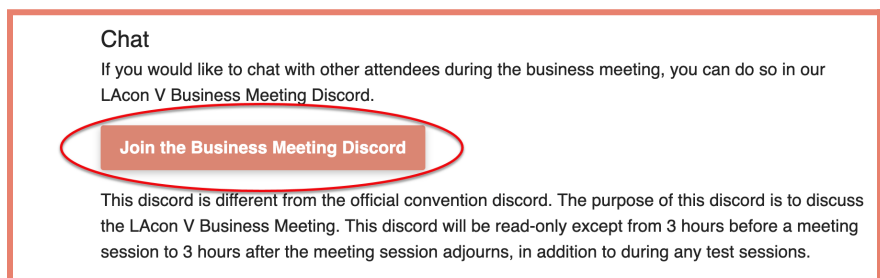
The Discord will be on read-only mode between meetings, except for posts by Admins. The Discord will become active three (3) hours prior to the start of each session, and will enter read-only mode again three (3) hours after the session adjourns.

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.

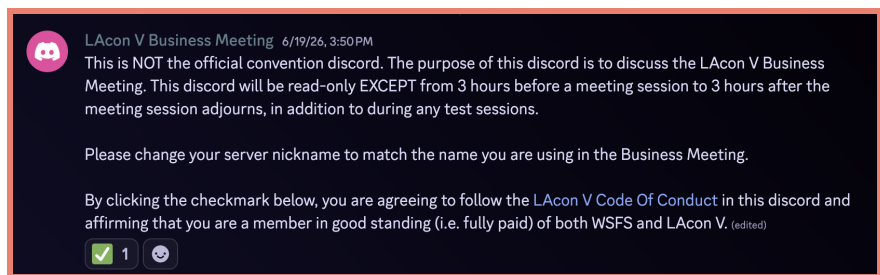
Note: There may also be other Discord servers where members chat about the Business Meeting, but those servers aren't affiliated with the convention.

Please don't discuss anything confidential (including executive sessions) on any Discord server.

The Discord is not yet live; an invite link will be available on the Lumi platform during the meeting and in the member portal on the Business Meeting page.



- When you click the invite link, you will be prompted to agree to the LAcon 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 Badge Name in the LAcon registration portal, see [Access the Virtual Meeting Platform](#)).

