# Zoom Consultation Guide

## How to Join our Online Consultation

## 1. Introduction and ways to join us

1.1 Welcome to this guide on joining our Zoom online Question and Answer session and thank you for taking an interest.

1.2 We have a number of options available which you can use, depending on your choice of device to join the interactive session. We recommend joining through the Zoom app on either your PC or mobile device. A link to instructions for each of the available options is included below. Click on one to take you to the respective guide for that device (links are coloured blue and underlined. There are a number throughout the document to help you navigate).

- Join using Zoom app on your PC or Mac
- Join using a web browser (e.g. Chrome / Firefox / Safari)
- Join by using the Zoom app on your mobile device (Apple or Android)
- Join by phone (dial-in)(questions should be emailed in advance)
- What happens at the event
- How to ask a question

1.3 The login details for consultation event are as follows. Not all of these will be required for the particular joining method you choose. The required details are reproduced in the individual sections of this document (linked above).

- **URL to join**: https://avisonyoung.zoom.us/j/83191444890

- **Dial in details**: 0131 460 1196

- **Webinar ID**: 831 9144 4890

- **Date and Time**: Thursday 21 October 2021 between 4pm and 7pm.

1.4 If you have any queries in advance of the scheduled public consultation event, please contact: ayrleisure.uk@avisonyoung.com

## Why is an event being held and what will happen?

1.5     South Ayrshire Council strongly believe in the value of engaging with local communities in respect of development proposals and under normal circumstances would hold an in-person public consultation event within the local area. Due to COVID-19 this is unfortunately not possible, and so instead an online event will take its place.

1.6     To support this engagement a webpage has been prepared, which includes information boards with further details on the proposals.

1.7     This virtual event will include the following members of the development team:

- South Ayrshire Council's Special Property Projects Team;

- Architect from LA Architecture, who is responsible for designing the proposals;

- Planning Consultant from Avison Young, who is responsible for co-ordinating the planning application submission and considering matters relating to planning policy considerations etc.; and

- Transport Consultant from SYSTRA, who is responsible for considering matters relating to, access, car parking etc.

1.8     The names and role of each panellist present will be clearly labelled when you join the webinar.

1.9     To be clear, at the virtual event both your video and microphone will be disabled and you will only be able to see and hear the panellists set out above.

1.10    At the event, the team will be available to answer any questions that you may have. These can either be emailed in advance to [ayrleisure.uk@avisonyoung.com](mailto:ayrleisure.uk@avisonyoung.com), or can be asked live using the Q+A function available on Zoom (details below) during the event. We will answer these questions in real time and will provide a summary answer within the Q+A window (details below).

**1.11    PLEASE NOTE - Any comments or feedback you make as part of this public consultation are not representations to South Ayrshire Council planning department but will be used to inform the proposals and included within a Pre-Application Consultation Report submitted as part of the planning application. There will be an opportunity to make representations to the Council when a formal planning application is made.**

## How to ask a question

**1.0** When you join the event, at the bottom of your screen when you hover over the Zoom window (on a computer) or when you click the screen on a mobile device, 'Q+A' will appear (**A**)
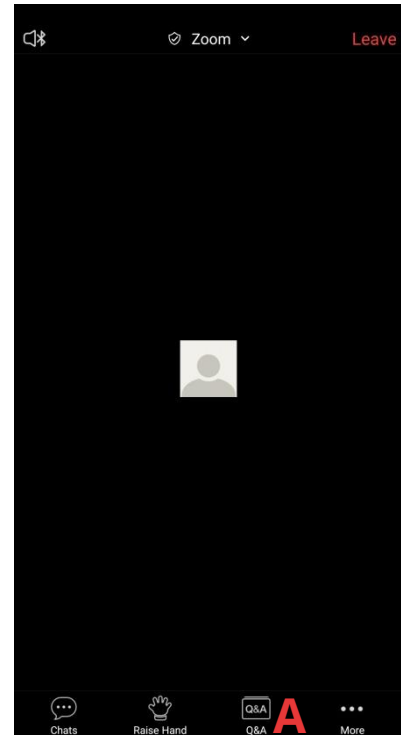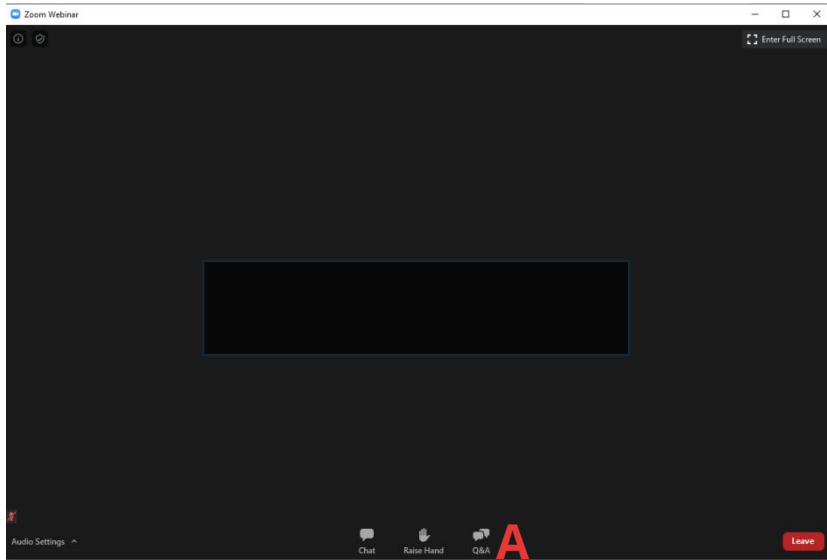


**2.0** **If you are on a computer,** click 'Q+A' and a box will open where you can type your question (**B**), then click send (**C**).
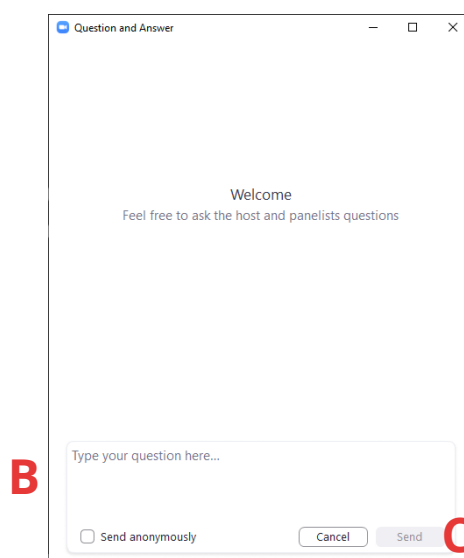
**3.0  If you are on a mobile device** you will open the Q+A page, then click Ask Question (**D**). You can then type your question here (**E**), and click send (**F**).
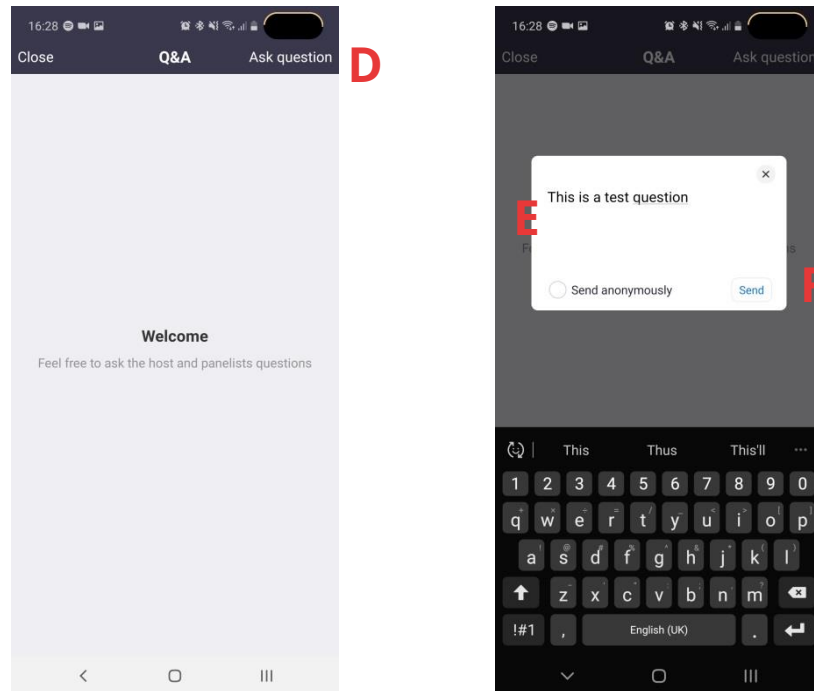


**4.0**  Once you have asked your question, this will appear in the Q+A window. Here you can see all questions which have been asked by any participant already and the responses to these.
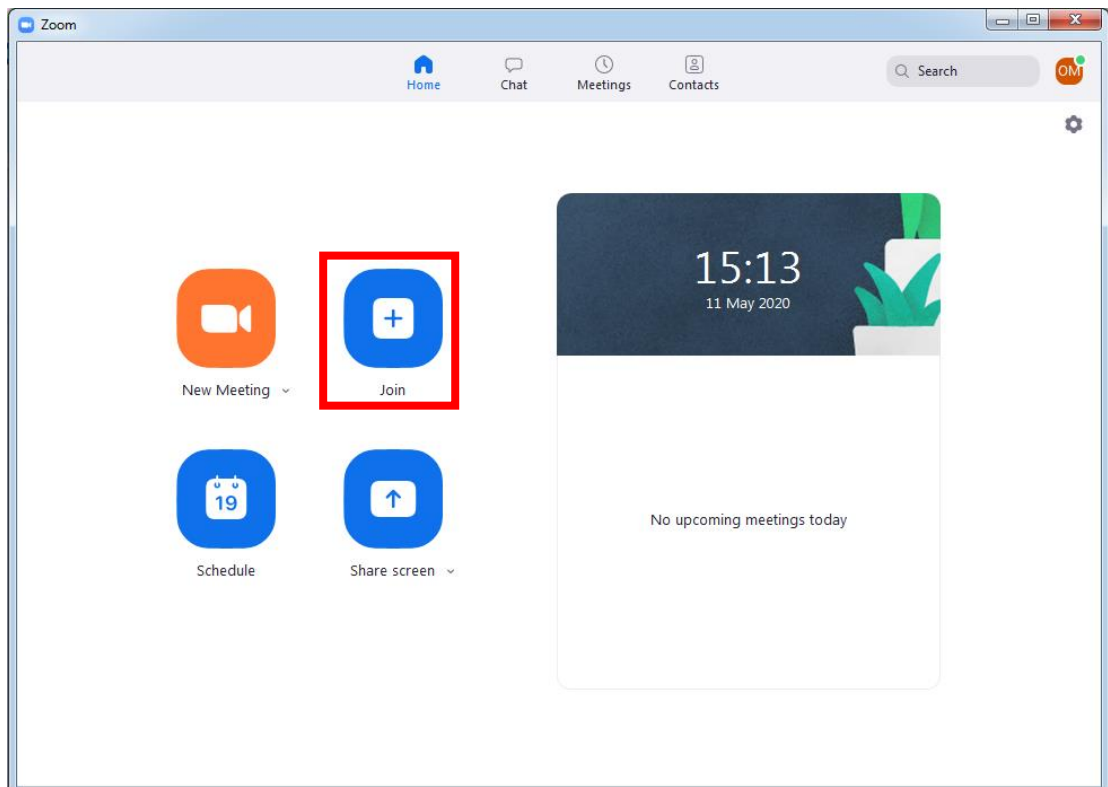
[CLICK HERE TO RETURN TO START](#)

# 2.    Zoom App on your computer

You do not need to have installed the Zoom app to join the event, however if you wish to use the app:

**1.0** Enter your login details (**A**) - or sign up for free. Login to Zoom (**B**)
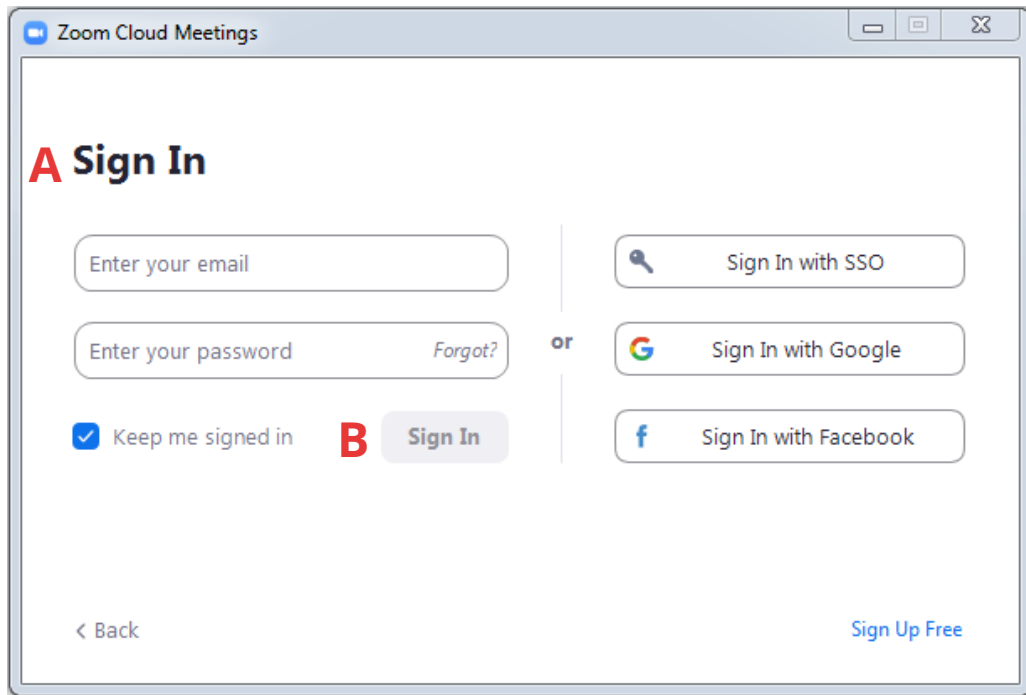


**2.0** Click Join

**3.0** Enter the Meeting ID of 831 9144 4890 (**A**) and your name (**B**) – you can leave the name blank if you wish. As this event is a webinar you will need to be able to hear us, but your camera will not be used during the event and you can therefore ignore the tick boxes (**C**) and click join (**D**).
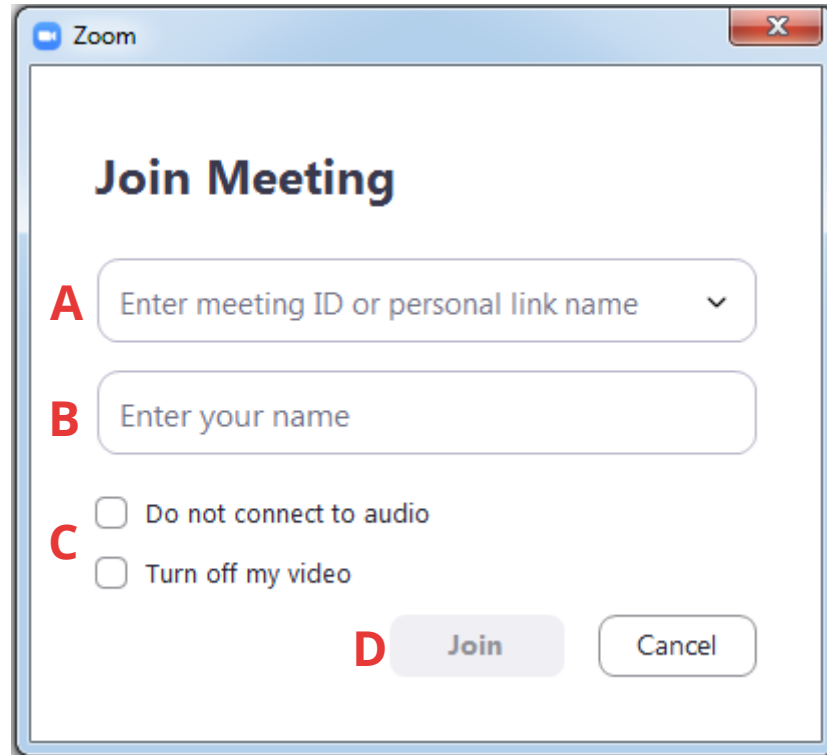


**4.0** You have now joined the meeting.

[CLICK HERE TO RETURN TO START](#)

# 3.  Join using a web browser

If you are using a web browser on your PC or Mac, choosing Google Chrome, Mozilla Firefox or Apple Safari is recommended.

**1.0**  Click this link: https://avisonyoung.zoom.us/j/83191444890

**2.0**  If you already have Zoom installed on your machine, click "**OpenURL:Zoom Launcher**" (**A**). This will open Zoom and you can join the meeting using instructions under section 2 of this guide. If you do not have this option select either '**click here**' (**B**) or '**download & run Zoom**' (**C**)
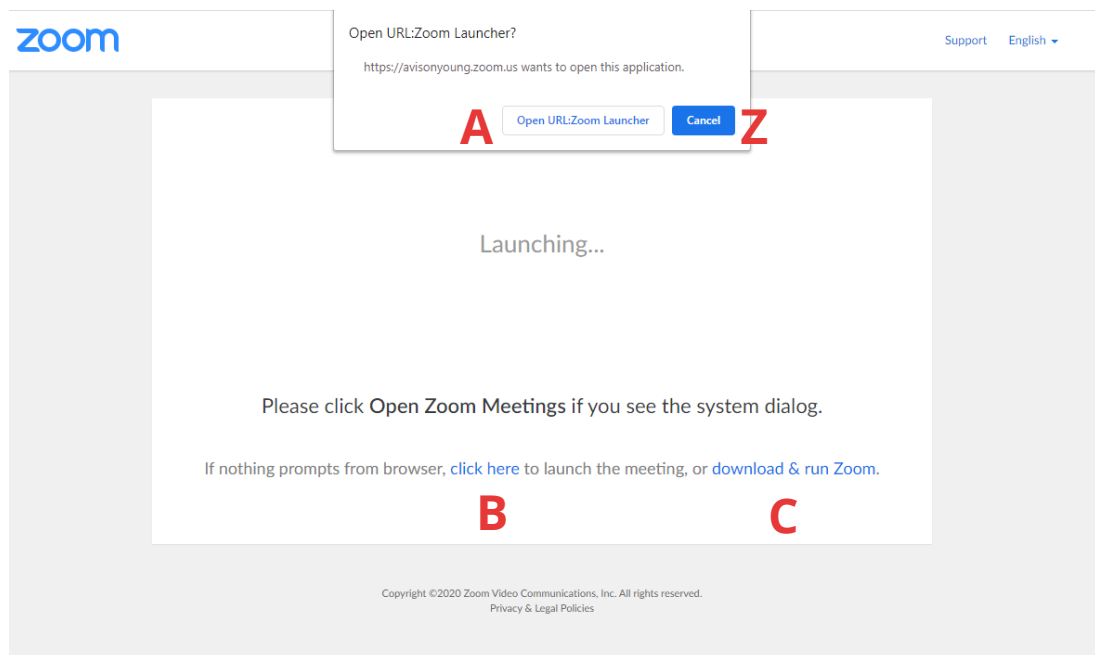


**3.0**  If you do not want to install Zoom, click 'Cancel' (**Z** above), and then 'join from your browser' (**D** Below). If you wish to install Zoom, please follow the on-screen instructions to install and then refer to this section to join the meeting.
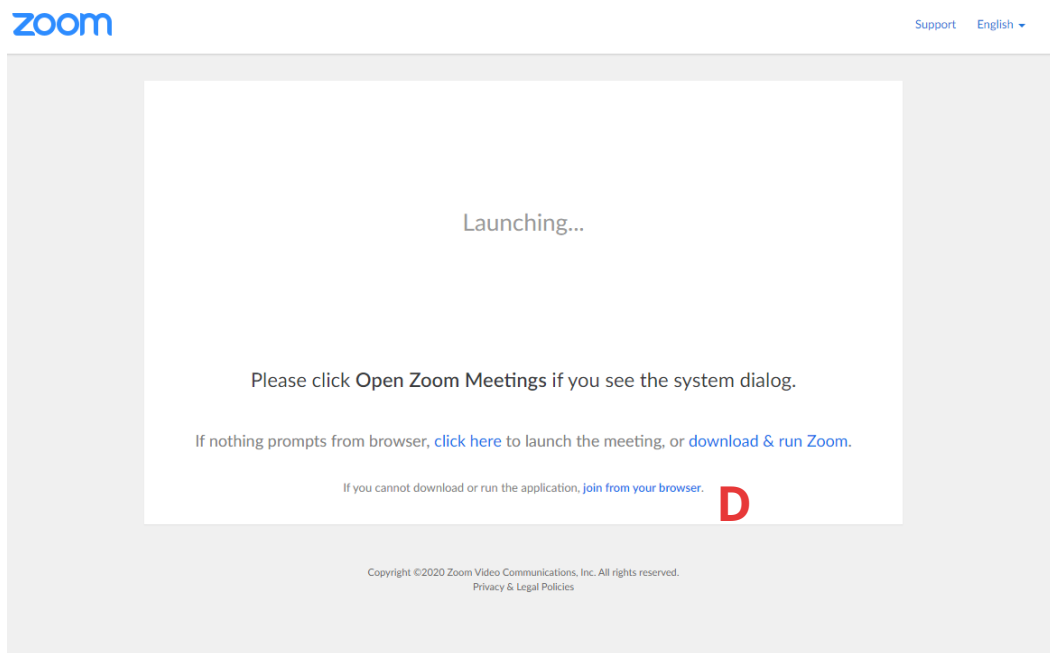
**4.0** Now enter your name (**E**) and click the box before 'I'm not a robot' (**F**) if this is displayed. Wait till a green tick appears and click 'Join' (**G**)



**5.0** Select 'I agree' (**H**) to proceed

To use Zoom, you need to agree to the

Terms of Service and Privacy Policy.

| I Disagree | I Agree |  **H**

**6.0** Zoom may ask for your name again, and click the box before 'I'm not a robot' if this is displayed. Wait until a green tick appears and click 'Join'. You are now in the meeting.

**7.0** The final step is to select 'join computer by audio' (**I**). You can now take part in the event. Please make sure your sound is turned on and is not muted.

| ☎ Phone Call | 🖥 Computer Audio |

Join Audio by Computer  **I**
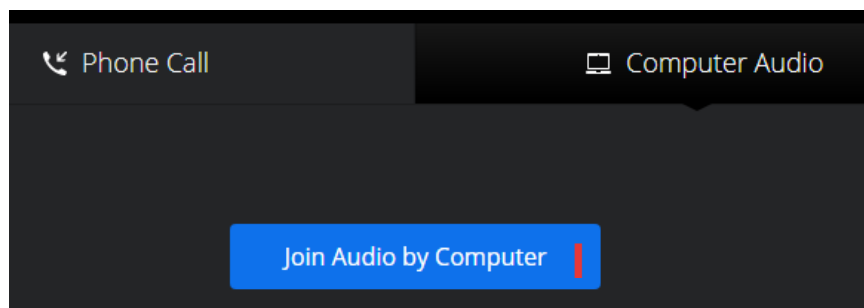
CLICK HERE TO RETURN TO START

# 4.   Join using Zoom app

The Zoom app (Zoom Cloud Meetings) can be downloaded from the Google Play or Apple App Store. Once you have installed the app and opened it, logged in (or created an account), please follow the below instructions. If possible, t is recommended that you connect to WiFi rather than relying on your mobile network connection.

**1.0**   Enter the meeting ID (**831 9144 4890**) (**A**), and your name (**B**), then click join (**C**). As this event is a webinar you will need to be able to hear us, but your camera will not be used during the event and you can therefore ignore the tick boxes (**D**). If you have not used Zoom before you will need to allow the app to access your microphone etc.

## ANDROID



## APPLE
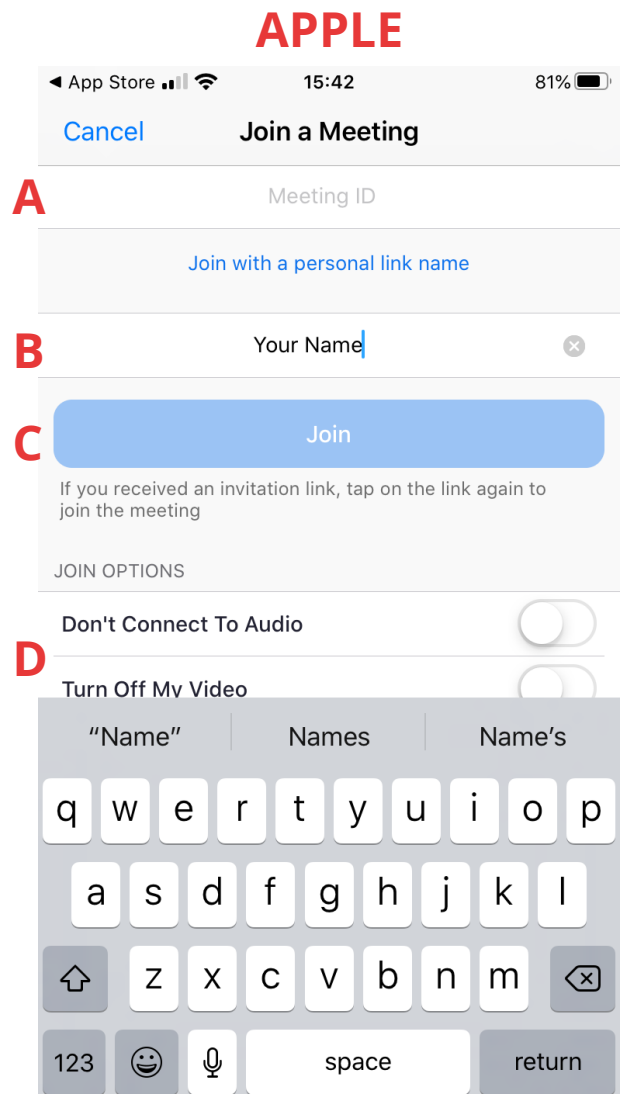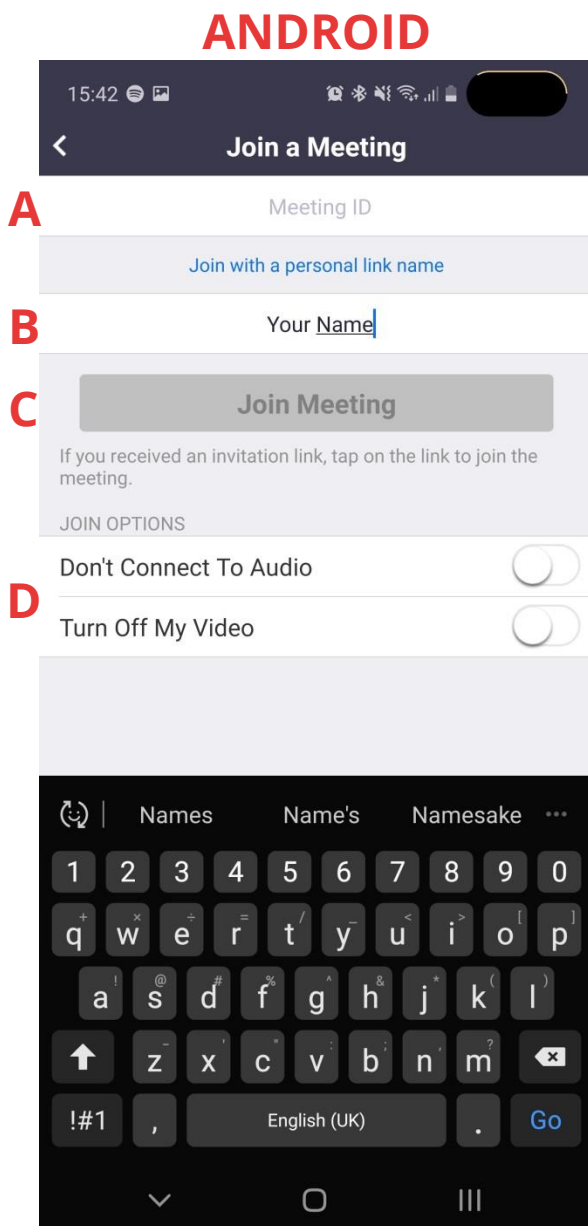


Once you have completed this, join audio as per the on screen instructions and you will be in the meeting. Please now refer to section 1. [CLICK HERE TO RETURN TO START](CLICK HERE TO RETURN TO START)

# 5.   Join Over the Phone

If you simply wish to join by phone you can do so by following the below instructions. Due to the restrictions which are placed on Zoom, we are unable to take questions from those on the phone during our event, but if you have a question you would like to be answered during the virtual event, please email this in advance to: [chris.miller@avisonyoung.com](mailto:chris.miller@avisonyoung.com) and we will endeavour to respond either by email or during the event.

**1.0**  Dial the number to join the event. You can choose from any of the below numbers:

- **0131 460 1196**

- **0203 901 7895**

- **0203 051 2874**

- **0203 481 5237**

- **0203 481 5240**

**2.0**  Enter the meeting ID of 831 9144 4890 followed by #

**3.0**  You have now joined the meeting.

[CLICK HERE TO RETURN TO START](#)