

Dear Delegates,

Now that we've finally got the final credentials list and it can't be changed, I'm going to start sending out much more detailed instructions and spending a TON of time working with you and your delegates to make sure that we're ready for the real thing on Friday.

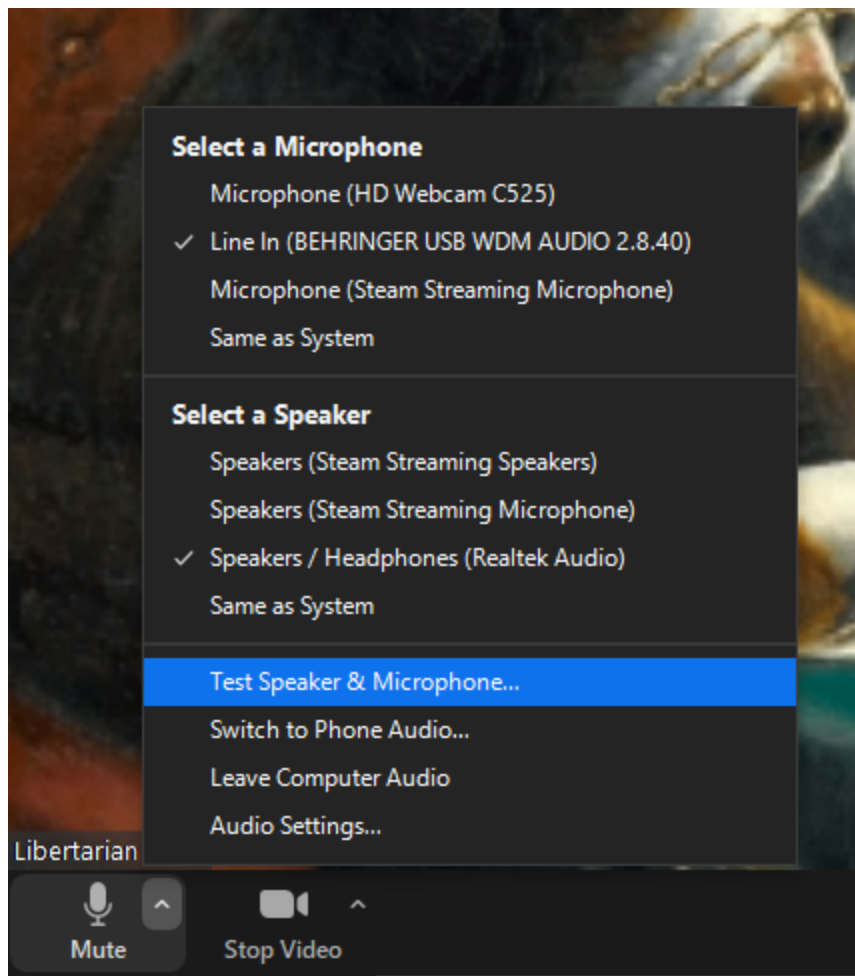
The #1 thing we have to make sure is that you delegates are getting our emails!

Please make sure you have responded to the "verify my email address" email that we sent you. If you didn't get that, please notify your state chair.

How to test zoom and your speaker and microphone

#1 go to <https://zoom.us/test>

Then in the bottom left choose "test speaker and microphone"



You may have to log into BOTH your Zoom account with your zoom password and then you may have to sign into the meeting with the meeting password (though not if you use the link we sent)

What's the timeline?

Today (3 Days before the Convention Starts) We will be sending out invitations to DELEGATES ONLY for Friday's REAL convention. You'll get that a few minutes after this email is sent. That will give us 3 days to make sure that everyone who should have an invitation has one. The Convention will of course be streaming on the LP YouTube channel
[:https://www.youtube.com/user/LibertarianParty](https://www.youtube.com/user/LibertarianParty)

The convention will Gavel in Friday at 6pm Eastern, 5pm Austin time. Log in with your zoom link.

Friday at NOON eastern (**6 hours before the Convention Starts**) I will send an ElectionBuddy poll to every delegate asking them "Are you here attending the convention" At 5pm Eastern I will report to the Credentialing committee the number of people who have responded along with the list of names and states. Responding to the poll constitutes "being in the room." The Credentialing Committee will verify the list and pass it to the Secretary before we come to order. As we get closer to the convention, I'll send you a more detailed overview of Election Buddy.

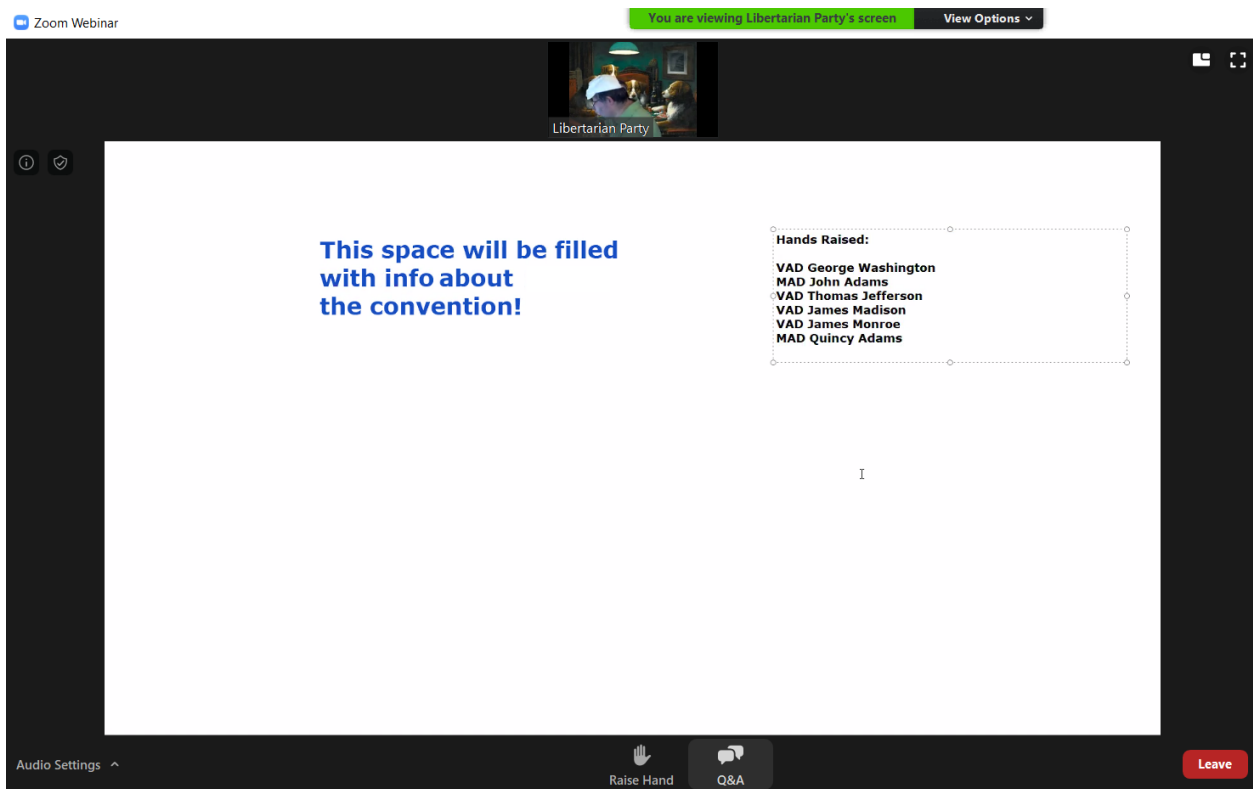
I will then check the election (which I will leave open) every 20 mins or so for new people to sign in, and report the new credentials number to the credentialing committee. Which leads to the obvious question : How do you change out a delegate for an alternate?

Your state chair has an SMS number to contact me, but swapping out an alternate for a delegate is not the easiest process. Please PLEASE if you are a delegate and you can't make it, let your chair know NOW so that we can have a very accurate list of delegates who will attend Friday and Saturday.

We want to avoid all changes we could have known about beforehand.

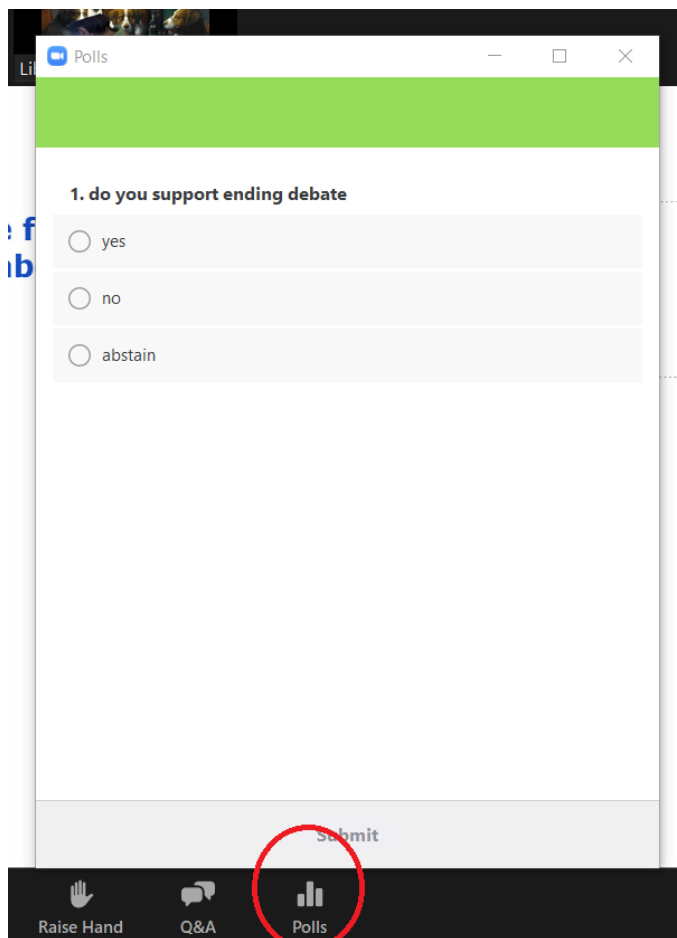
Please make sure to contact your state chair to find out how you all can communicate during the convention.

We are using the Webinar format for the convention. Delegation Chairs will be “panelists”. Delegates will be “attendees”. Attendees cameras are off and are muted by default. Your screen will look something like this



In the Convention ***most rising votes will be done via the Zoom polling system***. We know that some people are going to be watching in groups. We recommend that people bring laptops and phones to group watches so that people can still vote in polls, and potentially raise their hand if they wish to speak.

When a poll is launched it will look like this:



If you hear people say the poll is up and you don't see it CLICK ON THE POLLS button in the red circle, and the poll will appear

For all balloted votes (For President and VP) states may use ANY METHOD THEY WANT to tabulate their vote and report it to their regional LNC member who will then report it to the secretary. Please check with your state chair to find out how your state is doing balloting.

For Presidential Tokens we will send out an election buddy poll to every delegate who is “in the room” as defined above.

On Tuesday, Wednesday and Thursday from 1pm-5pm Eastern and then 9pm-11pm I will have a webinar open that everyone is invited to join. All we are doing is working through the mechanics of logging into zoom. All these Zooms are for us to make sure people know how to raise their hand, use Q&A etc. And of course to make sure that their email is working and they are getting the invitations.

Please feel free to reach out to me through your state chairs. I’m also on the national slack. This document is a work in progress. I look forward to seeing you in an upcoming zoom!

Dan