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 each of these options is included below. Click on one to take you to that guide (links are coloured blue and underlined. There are a number throughout the document to help you navigate).

- Join by Zoom app on your computer
- Join by Zoom using a web browser (i.e. Chrome/ Internet Explorer)
- 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 the Aldi Castle Douglas consultation are as follows. Not all of these will be required for the method you choose. The relevant link is replicated in the relevant section:

- **URL to join Event 1 (17th January)** – https://avisonyoung.zoom.us/j/83500940670
- **Webinar ID for Event 1**: 835 0094 0670
- **URL to join Event 2 (19th January)** - https://avisonyoung.zoom.us/j/86017137782
- **Webinar ID for Event 2**: 860 1713 7782
- **Dial in details** (same for both events) - : 0208 0806592 or 0131 460 1196

1.4 If you have any queries in advance of the scheduled consultation event, please contact: meg.nelson@avisonyoung.com or steven.robb@avisonyoung.com

Why is an event being held and what will happen?

1.5 Aldi Stores Ltd strongly believe in the value of engaging with local communities in respect to new store development proposals and under normal circumstances would hold a public event within the local area, affording local people the opportunity to come and find out more. This also gives the community a chance to ask questions of the development team. 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 website has been prepared, which includes a number of information boards with further details on the proposals, as well as a Frequently Asked Questions (FAQ) document. We encourage you to read both of these documents prior to the virtual event as they may provide the answers to any questions that you have.

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

- Property Director from Aldi Stores Ltd.;
- Transport Consultant from Sweco, who is responsible for considering matters relating to traffic generation, car parking etc.; and
- Planning Consultant from Avison Young, who is responsible for coordinating the planning application submission and considering matters relating to planning policy, retail considerations etc.

1.8 The names and role of each panellist present will be clearly marked 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.

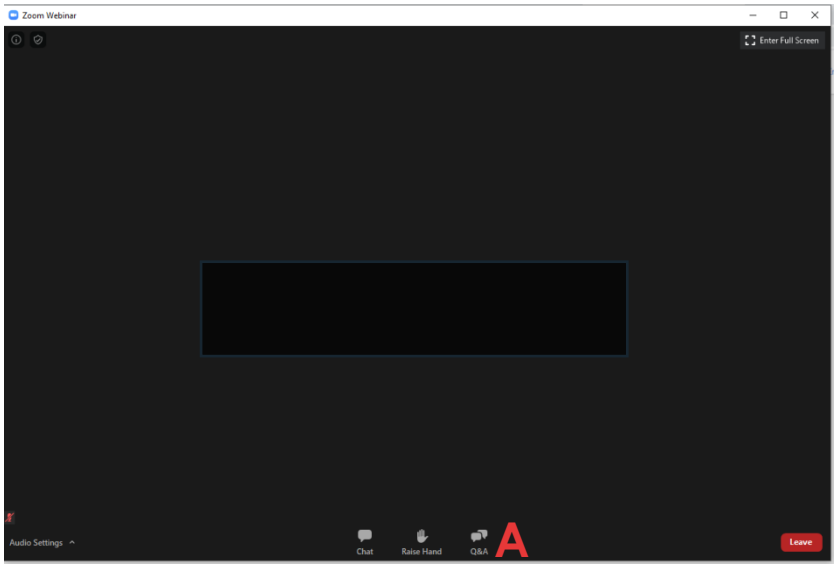
1.10 At the event, the team will be available to answer any questions that you may have. These can either be emailed in advance or can be asked live using the Q+A function available on Zoom (details below), or by email to steven.robb@avisonyoung.com the event. We will answer these questions in real time, and will provide a summary answer within the Q+A window (details below). We will also update the website FAQ after the event with any questions not already covered by our FAQ or to clarify any points raised during the event.

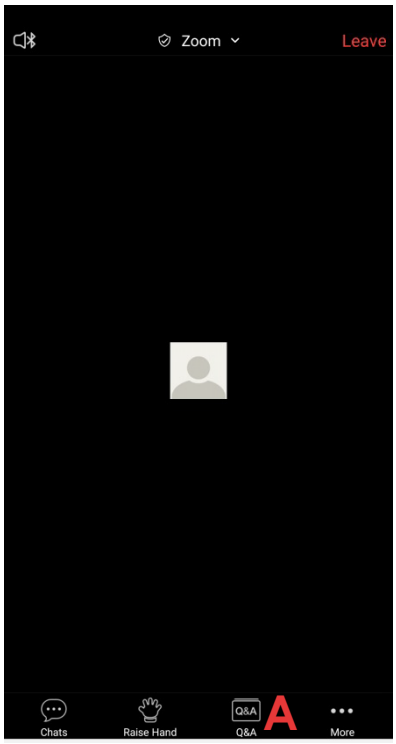
1.11 If there are any questions we are not able to answer during the event we are able to arrange either a follow up email or telephone call with you, should you wish, to discuss further,

1.12 PLEASE NOTE - Any comments or feedback you make at the event is a representation to Aldi Stores Ltd and will be used in shaping the forthcoming planning application. Your comments are not formal responses to the Council but will be included within a Report of Consultation submitted as part of the planning application. If you do wish to make formal comments, these must be made once the planning application has been submitted directly to Dumfries and Galloway Council.

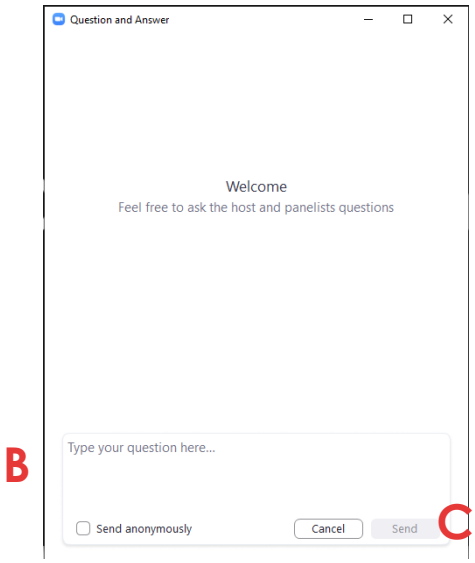
How to ask a question

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**)

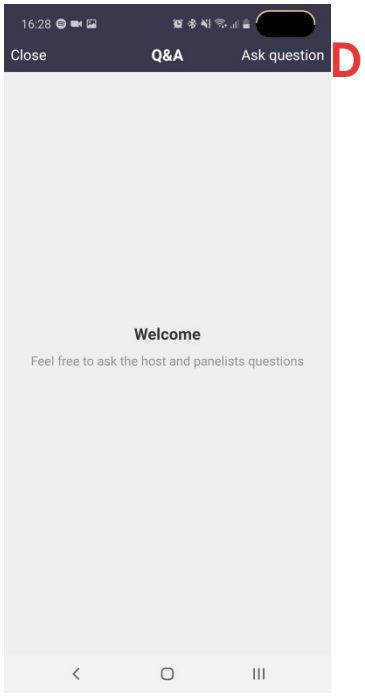


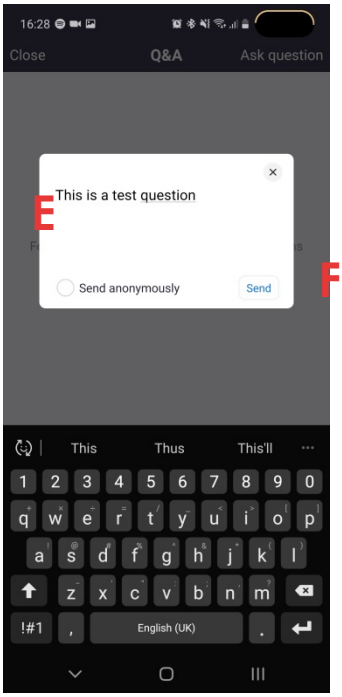


2.0 **If you are on a computer,** click 'Q+A' and a box will open where you can type your question (**B**), then click send (**C**).



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**).





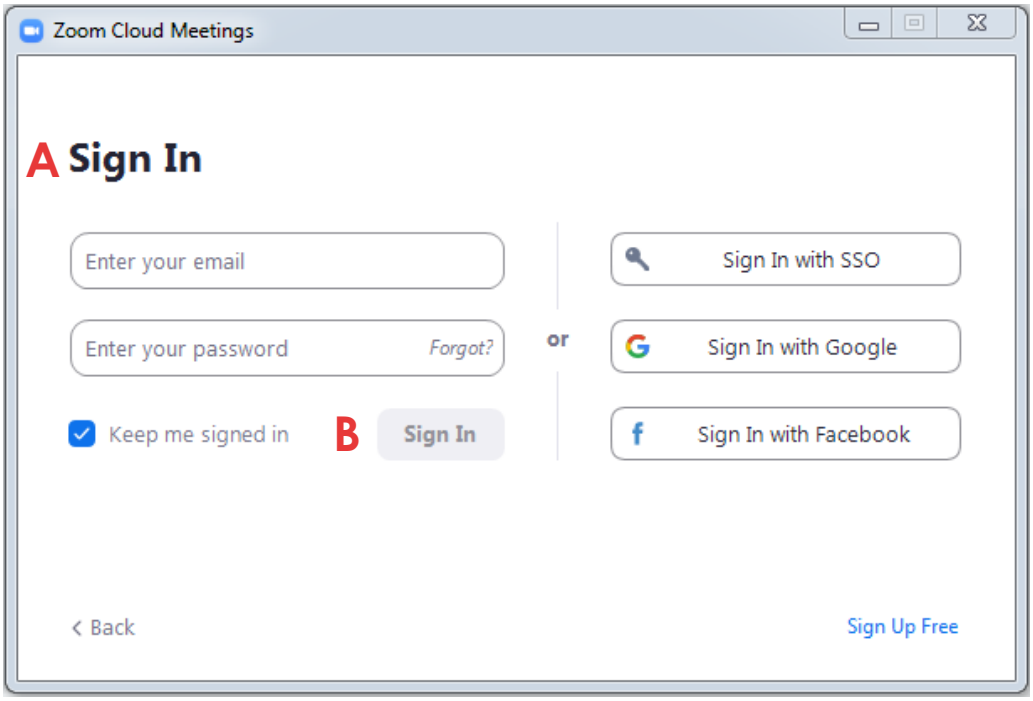
4.0 Once you have asked your question, this will appear in the Q+A window. Here you can see all questions which have been asked by any participant already and the responses to these.

[CLICK HERE TO RETURN TO START]

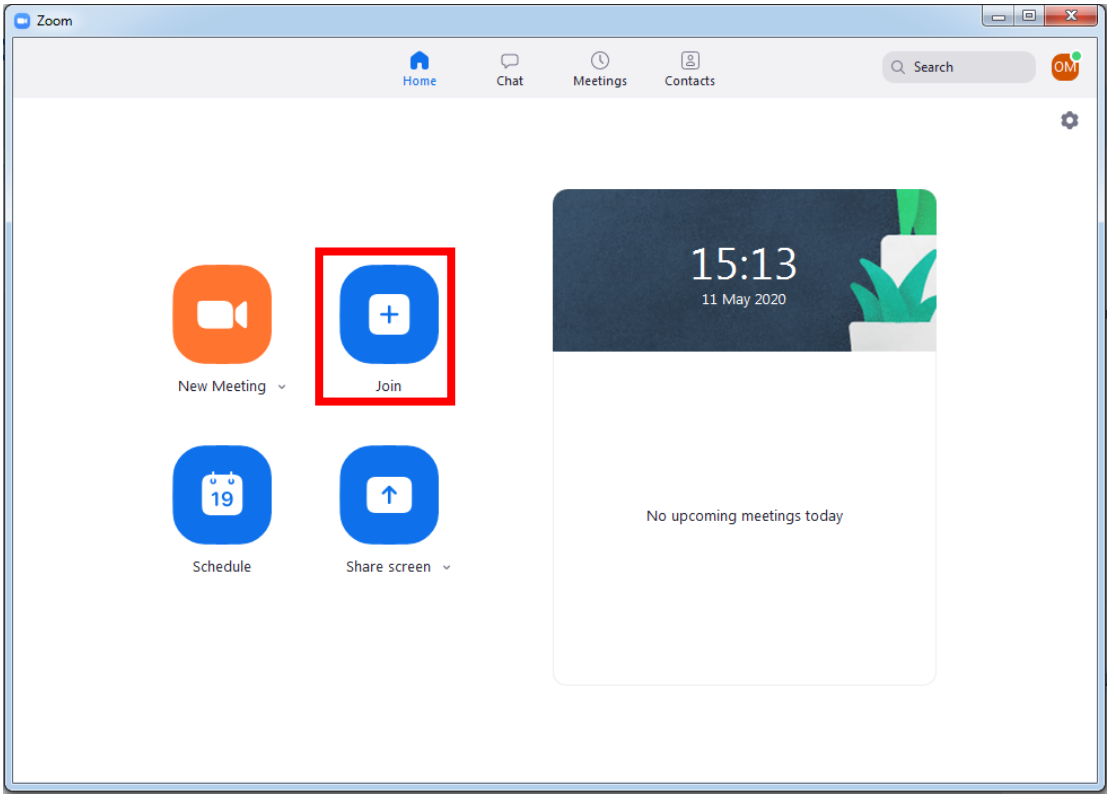
2. Zoom App on your computer

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

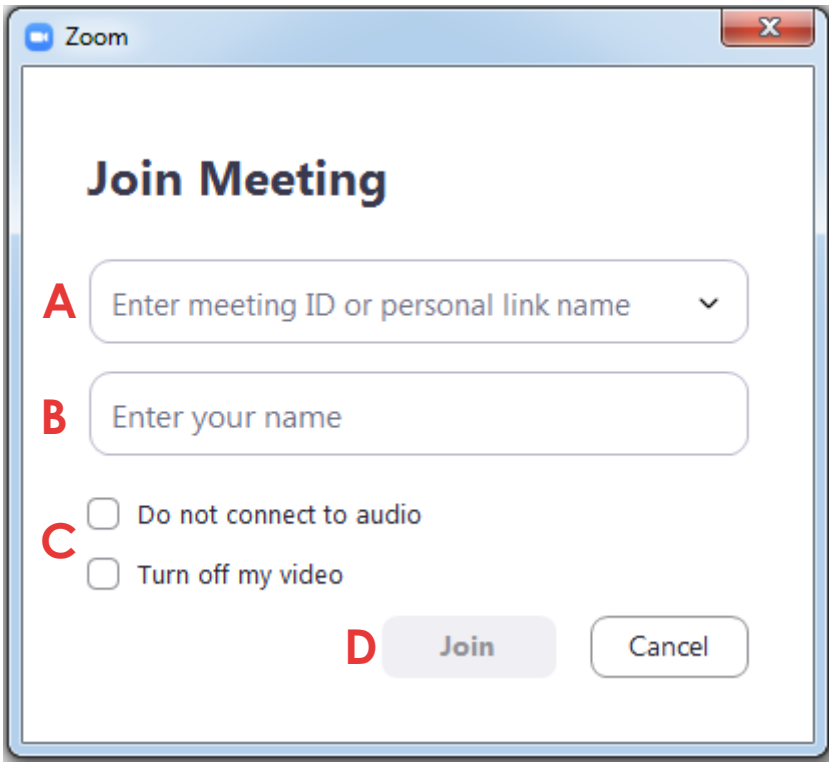
1.0 Enter your login details (A) - or sign up for free. Login to Zoom (B)



2.0 Click Join



3.0 Enter the Meeting ID of **835 0094 0670** (**A**) for Event 1 (17th January – 5pm-7pm) or Meeting ID of **860 1713 7782** (**A**) for Event 2 (19th January – 4pm-6pm) 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.

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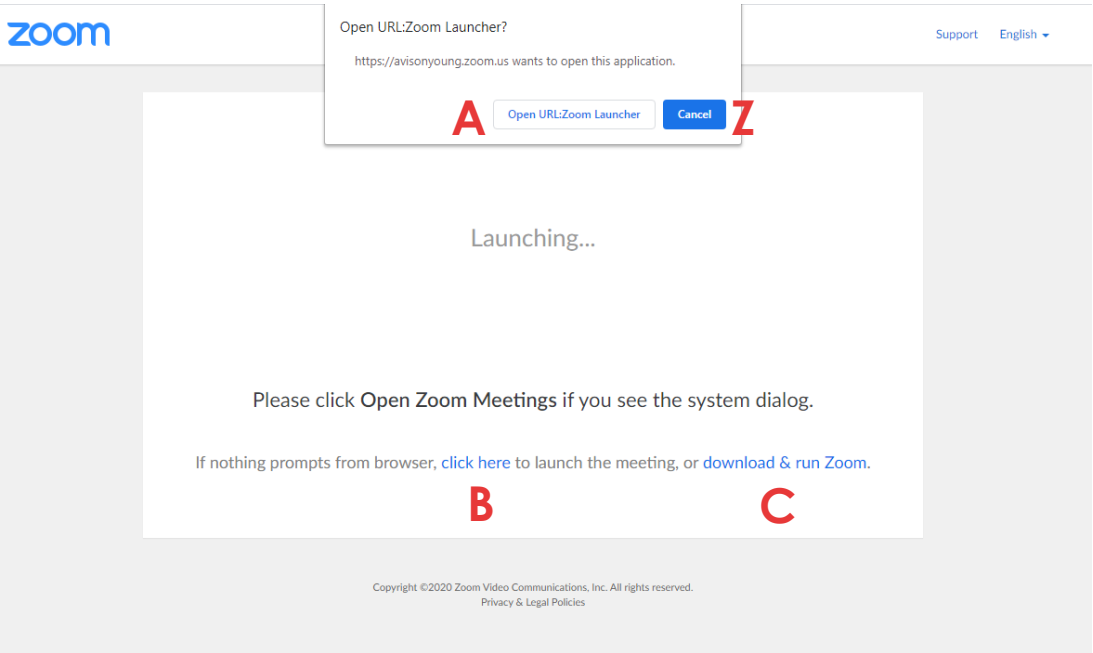
3. Join using a web browser

If you are using a computer using Chrome or Internet Explorer is recommended.

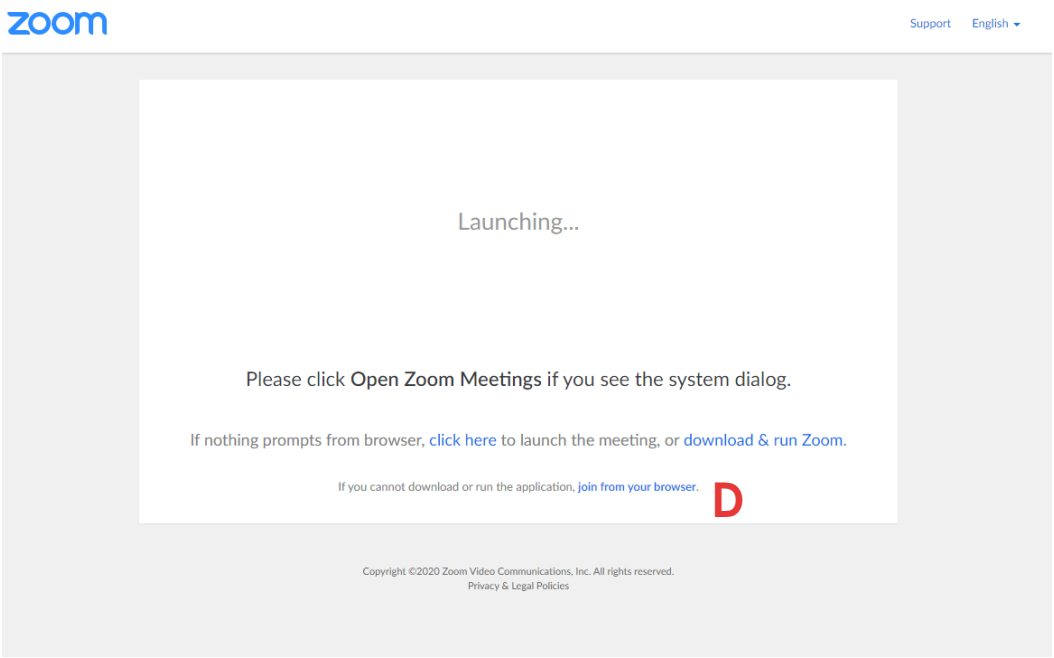
1.0 Click this link for Event 1 (17th January): https://avisonyoung.zoom.us/j/83500940670

2.0 Click this link for Event 2 (19th January): https://avisonyoung.zoom.us/j/86017137782

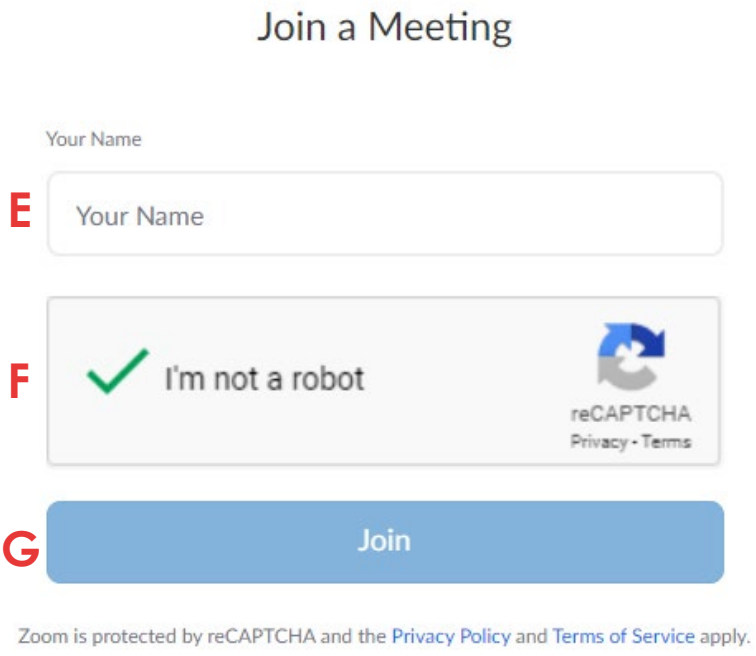
3.0 If you already have Zoom installed on your machine, click "**OpenURL:Zoom Launcher**" (**A**). This will open Zoom and you can join the meeting using instructions under section 2 of this guide. If you do not have this option select either '**click here'** (**B**) or '**download & run Zoom'** (**C**)



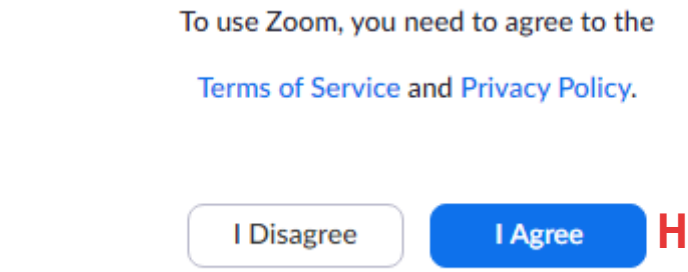
4.0 If you do not want to install Zoom, click 'Cancel' (**Z** above), and then 'join from your browser' (**D** Below). If you wish to install Zoom, please follow the on screen instructions to install and then refer to this section to join the meeting.



5.0 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**)

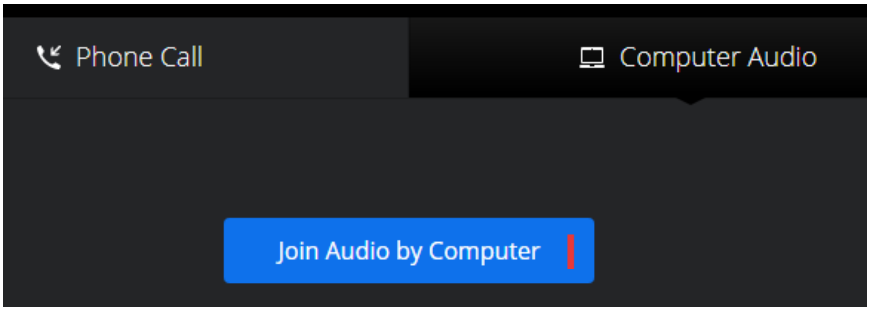


6.0 Select 'I agree' (**H**) to proceed



7.0 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.

8.0 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.



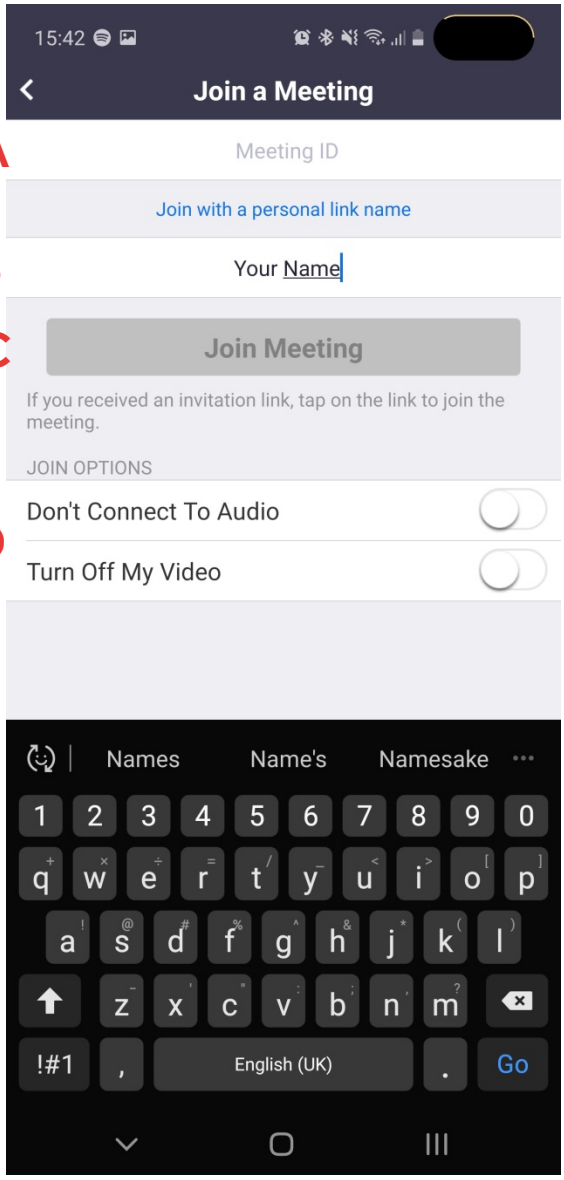
CLICK HERE TO RETURN TO START

4. Join using Zoom app

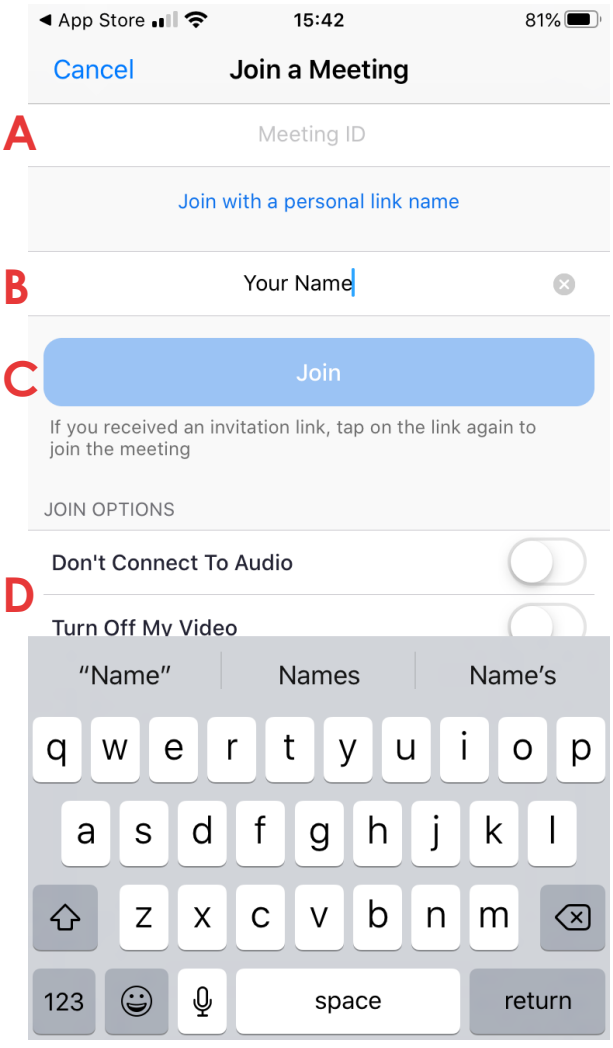
The Zoom app (Zoom Cloud Meetings) can be downloaded from the Google Play or Apple App Store. Once you have installed the app, logged in (or creating an account), please follow the below instructions:

1.0 Enter the meeting ID (835 0094 0670) for Event 1 (17th January) and meeting ID (860 1713 7782) for Event 2 (19th January) (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



2.0 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

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: meg.nelson@avisonyoung.com or steven.robb@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:

0208 0806592 or 0131 460 1196

2.0 Enter the meeting ID of **835 0094 0670** for Event 1 or 860 1713 7782 for Event 2 followed by #

3.0 You have now joined the meeting.

CLICK HERE TO RETURN TO START