



## 2020 Annual General Meeting

### *Guide to attending and participating via Zoom*

## STEP 1

### Installing Zoom

- Download and install the Zoom Meetings app (Zoom Client for Meetings) appropriate for your device [here](#).
- Information about system/broadband width requirements can be found [here](#).
- If you are unable to download the Zoom application, or have issues, please join by browser. Chrome is the best Browser to use for Zoom.
- There is an option on Zoom to join by 'phone by simply dialling a telephone number (and providing the relevant meeting details provided on your registration link). However, please **do not** attempt to join in this way as it will not be possible to securely identify you and you will not be given access to the meeting.

## STEP 2

### Joining the meeting

- Please register in advance for the AGM via the following [link](#), which is also provided in the AGM Notice.
- Joining instructions, a meeting ID and a link will then be emailed to you. If you have not received this by 26 October 2020, please contact ANZSLA by email: [anzsla@anzsla.com](mailto:anzsla@anzsla.com).
- When it is time to join the meeting, open your email and click the link. We recommend doing this 15 minutes before the start time.
- Follow the prompts.
- You will then enter a Waiting Room and will be manually given access to the meeting once your identity has been verified.
- Further instructions and support on joining a meeting can be found [here](#).

## STEP 3

### Logistics during the meeting

#### Register of Attendance:

Please type your full name in the 'Chat' box (located at the bottom of the screen) when you join the meeting, for the purposes of keeping a register of attendance.

#### Discussion:

- All participants will be on 'Mute' on joining the meeting in the interest of reducing noise disruptions.
- If you wish to speak during the meeting, please use the 'Raise Hand' option. The Chair will then invite you to speak when appropriate and you will be able to disable 'Mute' to do so.
- Alternatively, you may also ask questions by typing into the 'Chat' box.

#### Voting

- When there is an opportunity to vote for or against a motion, you will be asked to use the 'Raise Hand' option at the appropriate time.
- Instructions on the 'Raise Hand' function can be found [here](#).

#### Passing Motions

- To Move a motion or Second a motion, please use the chat function on the bottom of the screen and type in "I move" or "I second", together with your full name.

#### Election of Directors

Should it become necessary to hold a vote for the election of Directors, separate instructions will be sent via email in advance of the AGM.

## STEP 4

### Close of meeting

You may leave the meeting at any time. Only the Host can end the meeting.