

Online Attendees

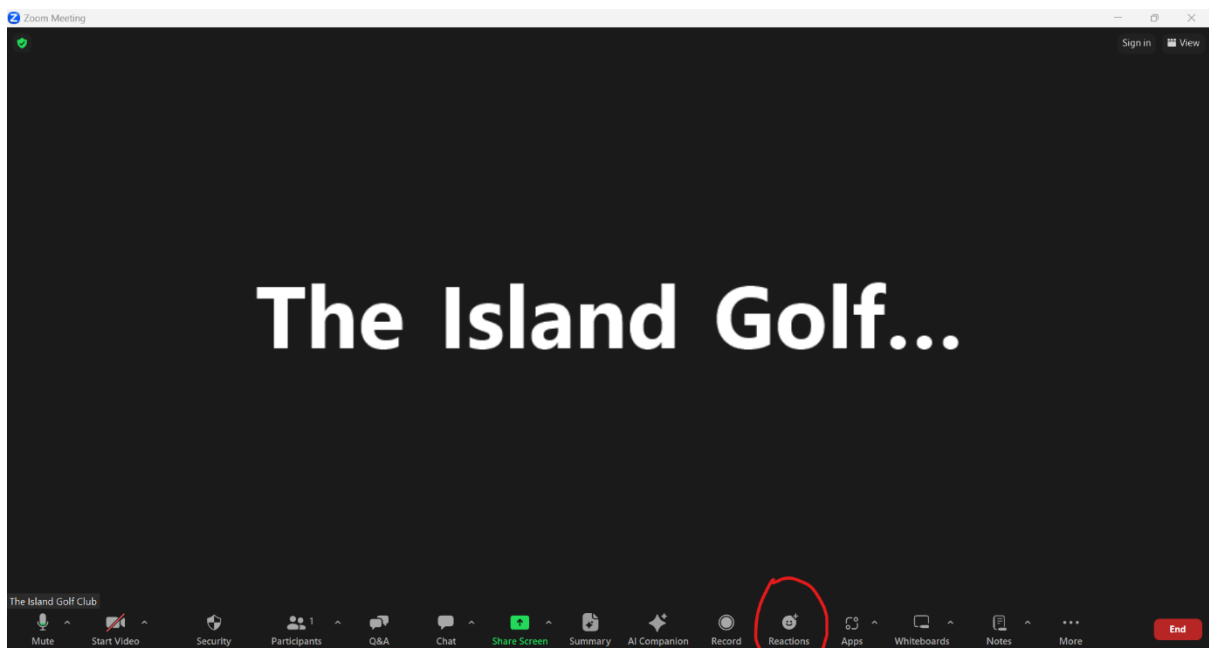
To make the process as smooth as possible please download the Zoom app onto the device you intend logging into the meeting on in advance of the meeting.

1. Pre-register for the AGM via the link sent.
2. Once your registration is approved you will receive a meeting link. This link cannot be shared.
3. To log into the meeting use the link you were sent once your registration was approved.
4. When you click the link you will enter the waiting room. Once your approved you will be admitted to the meeting.
5. All online attendees are asked to enter the meeting at least 15 minutes before the start of the meeting.
6. All attendees' mics will be muted upon entering the meeting.
7. Please **use the full screen mode** as a minimised screen may hide some of the Zoom options.

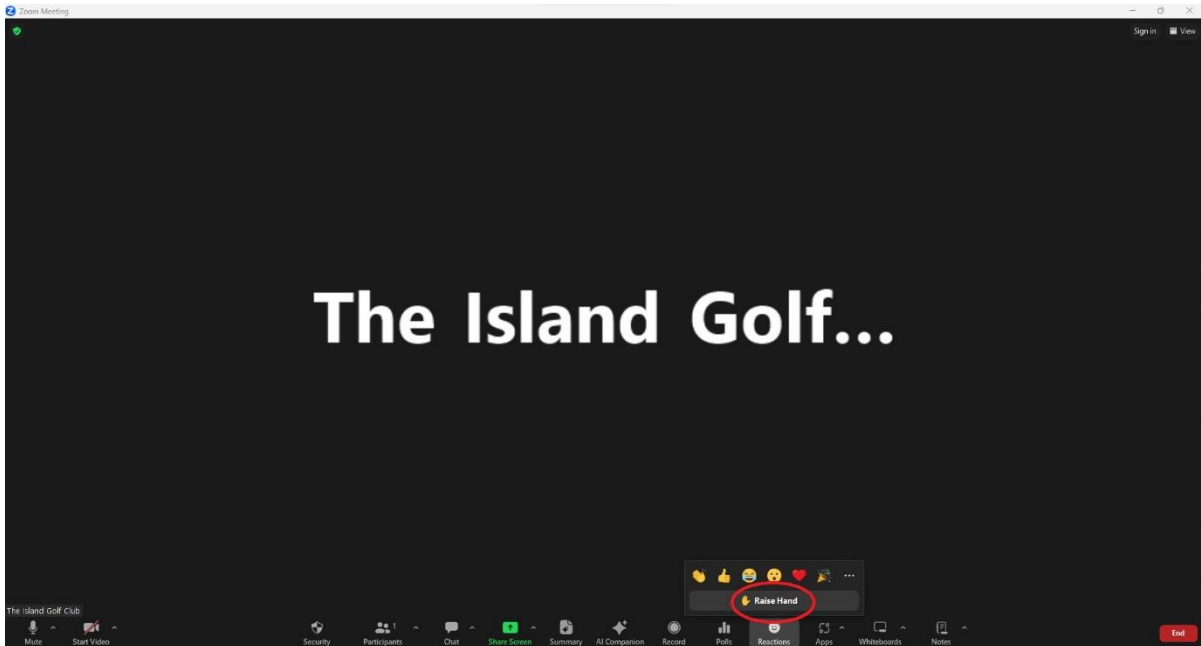
To speak

If you would like to speak at the AGM you must use the raise hand function. This function is found in the reactions tab.

1. Click on the reactions tab.



2. Click raise hand.

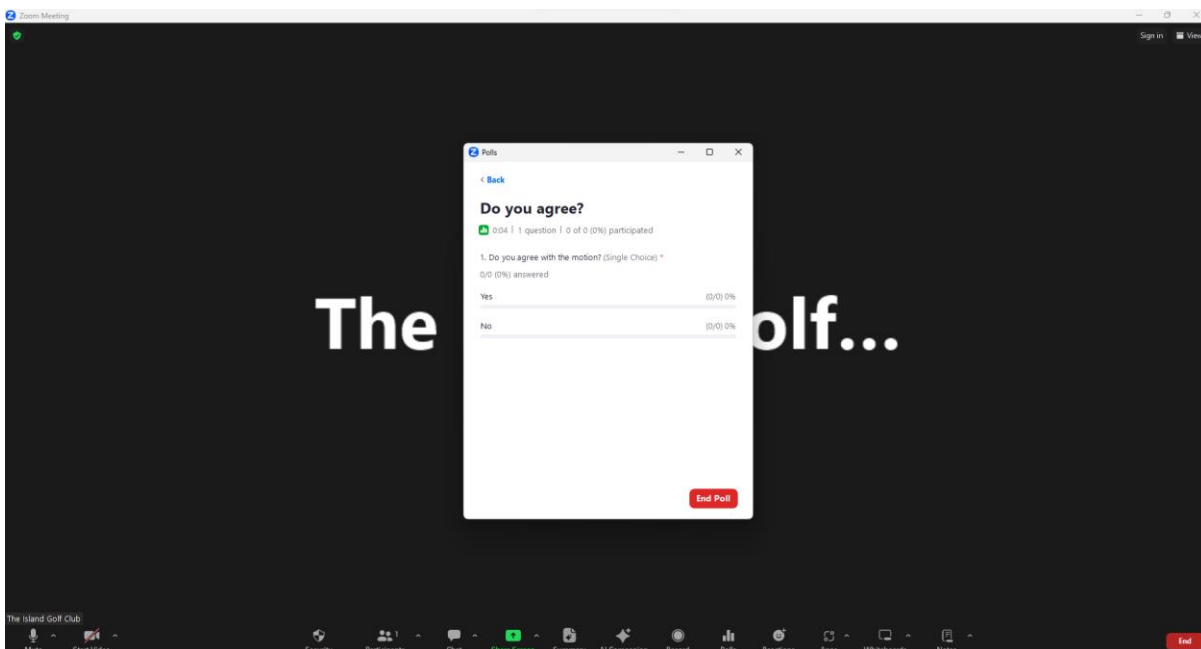


3. The meeting chair will unmute your mic and invite you to speak at an appropriate time.
4. Once you have finished your mic will be muted again.

Voting

All online attendees will have a facility to vote.

1. The meeting chair will present the motion to attendees. The motion will appear on your screen.



2. The voting options will be on screen. Please vote careful as votes can't be withdrawn.
3. Voting results will not appear online is in person votes will have to be counted.
4. Motion results will be announced by the meeting chair once they become available.

Please Note

Only members pre-registered for the AGM will be able to attend the hybrid meeting.

No chat function will be available to online attendees.

To speak members must use the Raise Hand function.

In person attendees must not log onto Zoom

Online registration will close at 6pm on Saturday, 7 December 2024

A practice meeting to allow attendees to test the electronic communications platform will be held on Friday, 6 December 2024 at 6pm.