

# Virtual AGM Instructions 2022

## Joining the AGM

**When:** Friday 25 November 2022

AGM starts at 6:00pm AEDT (SA 5:30pm; QLD 5:00pm; WA 3:00pm; NT 4:30pm)

**Registration will open at 5:30pm. Please login before 5:50pm.**

If you haven't used Zoom before, please download the free [Zoom Client for Meetings](#) well before the meeting. This will make logging in to the AGM on Friday much quicker.

Use your computer, laptop, or other device (i.e. tablet) to

**Log in to the AGM using this link:** <https://acf.zoom.us/meeting/register/tJUtd-6urD8tGddlqwl4OXYNKVsQVKPBfIFt>

Please log in before 5.50pm AEDT on Friday. Our "virtual registration desk" will be open from 5.30pm. We encourage you to log in as early as possible to ensure that you are moved into the meeting before it starts.

### When you click on the link:

- The link will take you to the AGM Registration Page. Enter your name and email address as prompted, then click on the "join meeting in progress" button.
- This will switch you through to the AGM Waiting Room, where our virtual registration desk team will record your arrival before moving you into the AGM. Please note that this may take a few minutes, and you won't be able to see or hear the registration team.

## Using microphone, camera and chat

During the AGM, there are three functions you will need to use:

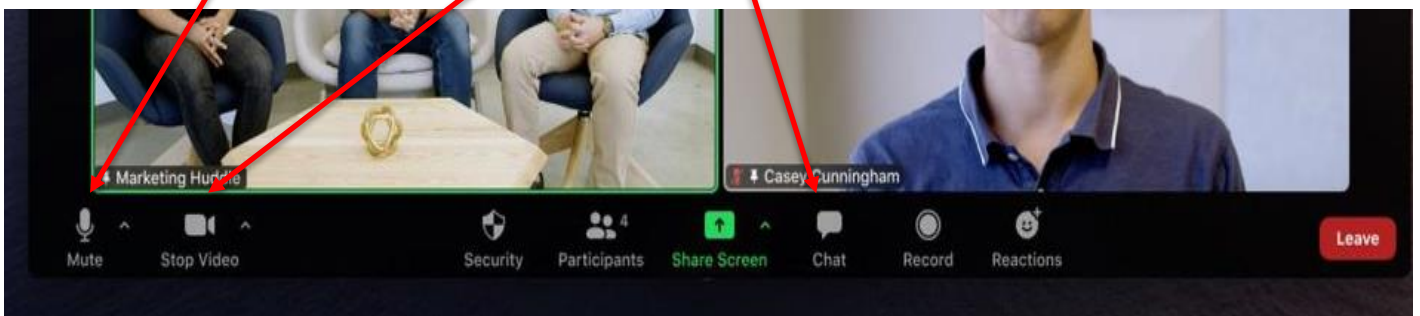
**Microphone** – mute and unmute

**Video Camera** – on and off

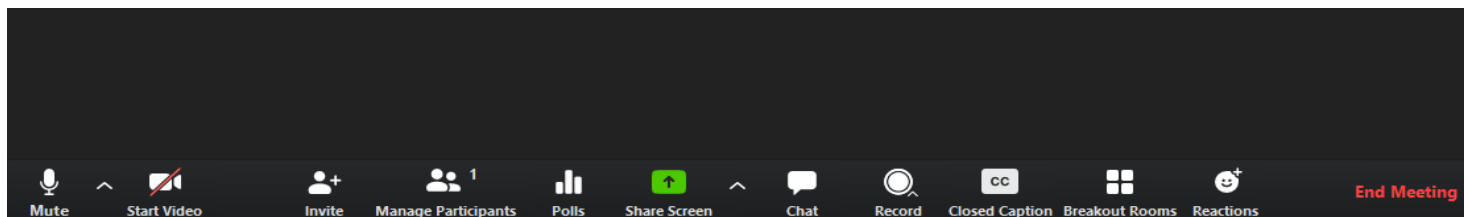
**Chat** – which will be used at question times

Once you're in the meeting, move your cursor to the bottom of the screen and you'll see a row of icons. In the screenshot below, the microphone and video camera are on.

**Your microphone**      **Your video camera**      **Chat**



Your microphone and video camera are easily turned off or on by clicking on the icon. The screen below shows that your video camera is off.



When you click the video camera icon again, your camera will turn back on.

### **Muting your microphone**

During the meeting, you will be asked to mute your microphone at all times, except when you are invited by the Chair to ask a question, or speak. This prevents background noise from disturbing speakers' presentations.

### **Turning off your video camera**

You may choose to do this during the meeting, but will be asked to turn your camera on during voting on some of the agenda items.

*If you notice a delay between audio and visual, freezing or slowing of video, or a message on your screen that your "connection is unstable" it can help to turn your video camera off for a while.*

### **Using Chat**

The Chat function will be used to enable Members to "line up" to ask questions at certain points in the agenda. When the Chair opens the floor to questions or discussion, the Chair will ask Members to click on the Chat icon, and type a word – ie: "yes" into Chat. (See Asking Questions, below.)

## **Voting during the AGM**

Voting will be conducted using two methods:

### **Show of Hands**

Voting on the first few motions on the agenda, will be conducted by a show of hands in the same way as a face-to-face meeting. The Chair will ask Members present to make sure their video cameras are turned on, then call on Members to raise their hands to vote "for" and then "against". At each call, the zoom support team will assist the Chair in scrolling through all attendee screens, to view the number of hands held up. The Chair will then declare the result.

### **Vote by poll**

Members will be asked to vote through an online poll on items such as the special resolution(s). The Chair will guide Members through this process. When the Chair calls for voting, the support team will launch a poll that displays on each Members' screen.

The poll box will display the motion to be voted on, and voting options "FOR" and "AGAINST". This permits each Member one vote, by selecting either FOR or AGAINST, and then clicking the SUBMIT button at the bottom of the poll box.

When voting finishes the result will be displayed on the screens of all Members present; the Secretary will confirm the number of proxy votes on the motion; and the motion will be declared carried or lost.

### Voting by proxy

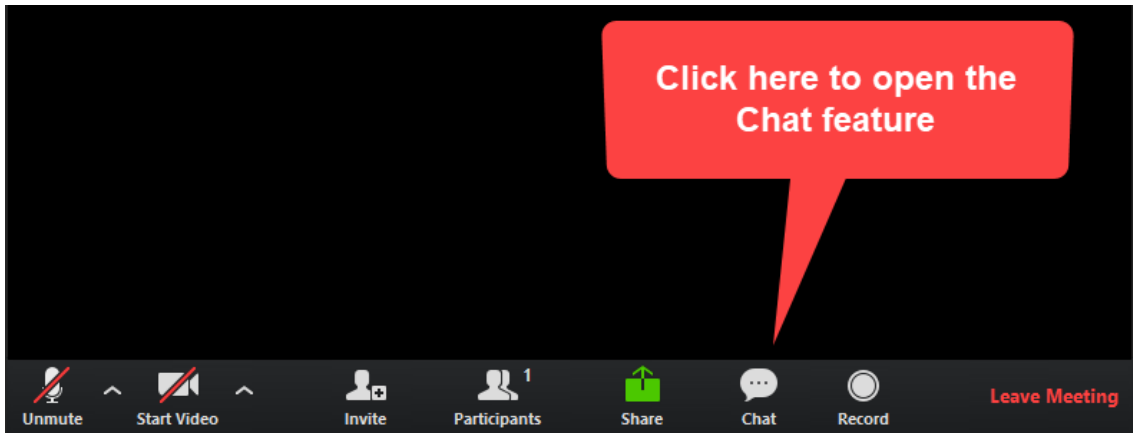
Proxy votes will have been received and counted on the evening of Wednesday 23 November. The Secretary will advise the number of proxy votes for and against each motion on the agenda, during item 3. (attendance, apologies and proxies).

### Asking questions and speaking during the AGM

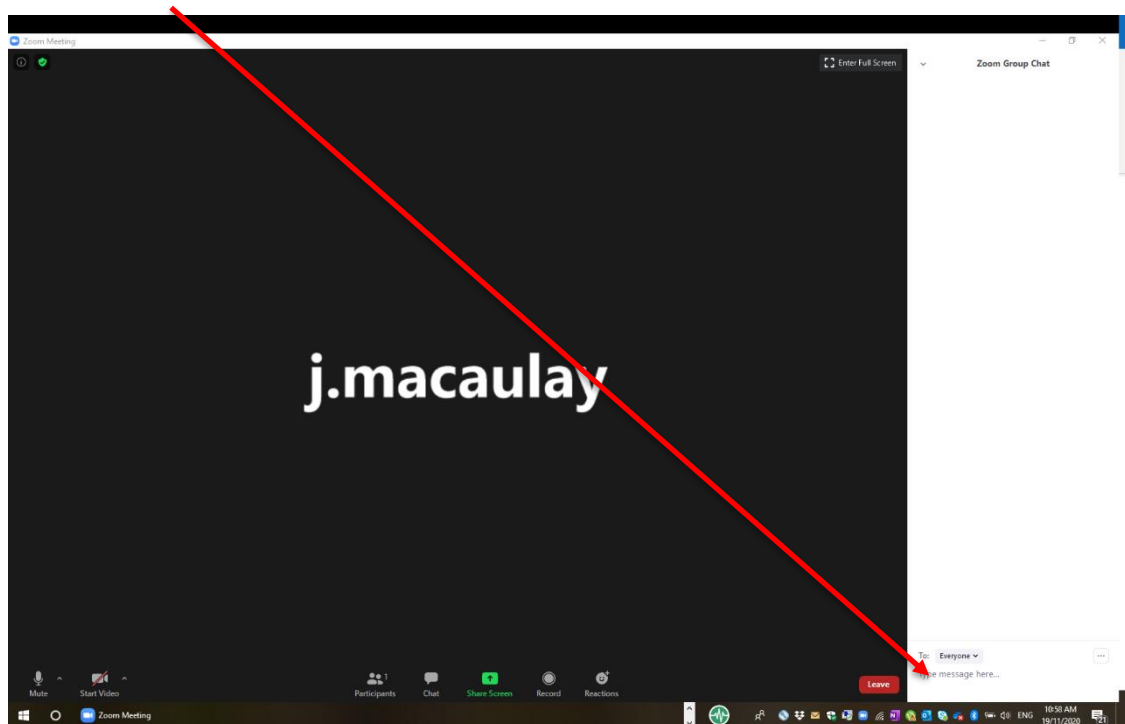
As in a face-to-face AGM, Members will have an opportunity after the Treasurer's Report and at Members' Question Time to ask questions.

The Chair will ask Members who wish to ask a question, to:

1. Open Chat:



2. Chat will open in a panel on the right of your screen.  
Type a word into Chat when requested by the Chair (ie. "yes") here:



3. The Zoom support team will be standing by to advise the Chair which Members wish to speak, in order. There will be a time restriction on each agenda item.

## **Connection failure**

Loss of connection with a Zoom meeting is usually due to an unstable or interrupted connection at the participant's end.

### **If your connection drops out**

- Wait a few seconds; Zoom will attempt to restore your connection to the meeting automatically.
- If your connection is not restored, use the meeting link to log in again. Our virtual registration desk team will see you in the waiting room and move you back into the meeting.

A tip to manage an unstable connection, is to turn your video camera off. This may prevent loss of connection with the meeting.