

Virtual AGM Instructions 2024

Joining the AGM

When: Thursday 14 November 2024

AGM starts at 6.00pm AEDT (SA 5.30pm; QLD 5.00pm; WA 3.00pm; NT 4.30pm)

Registration will open at 5.30pm AEDT. Please login before 5.50pm AEDT.

If you haven't used Zoom before, we recommend viewing the following links well before the meeting, this will make logging in to the AGM much quicker.

[How to join a Zoom meeting without an account](#)

[Joining a Zoom meeting](#)

[Zoom Download Center](#)

Use your computer, laptop, or other device (ie. tablet) to:

Log in to the AGM using the Zoom link provided to you by email on Wednesday 13 November.*

Please log in before 5.50pm AEDT on the day of the AGM. Our "virtual registration desk" will be open from 5.30pm AEDT and 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 AGM Zoom link:

- You will be taken to the AGM Zoom registration page. Enter your name and email address as prompted and click on the "join meeting in progress" button.
- This will then take you to the AGM Waiting Room, where our virtual registration desk team will record your arrival and move 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.

**If you have not received the AGM Zoom link, please contact executive.support@acfonline.org.au; T: 1800 223 669*

Using microphone, camera and Chat

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

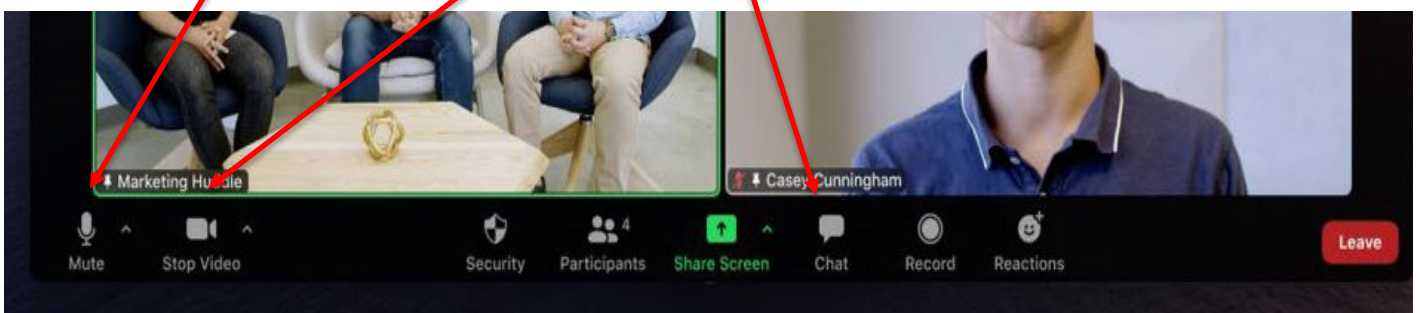
Microphone – mute and unmute

Video Camera – on and off

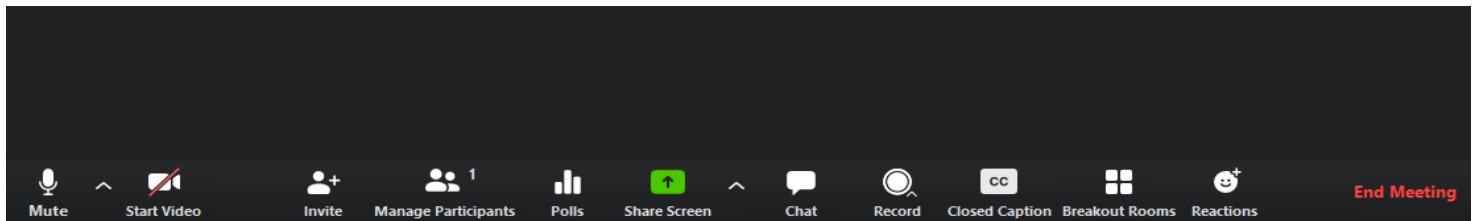
Chat – which will be used at question times

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: "question" into Chat. (See Asking Questions, below.)

Voting during the AGM

Voting will be conducted by:

Show of Hands

Voting on the - 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" or "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.

Voting by proxy

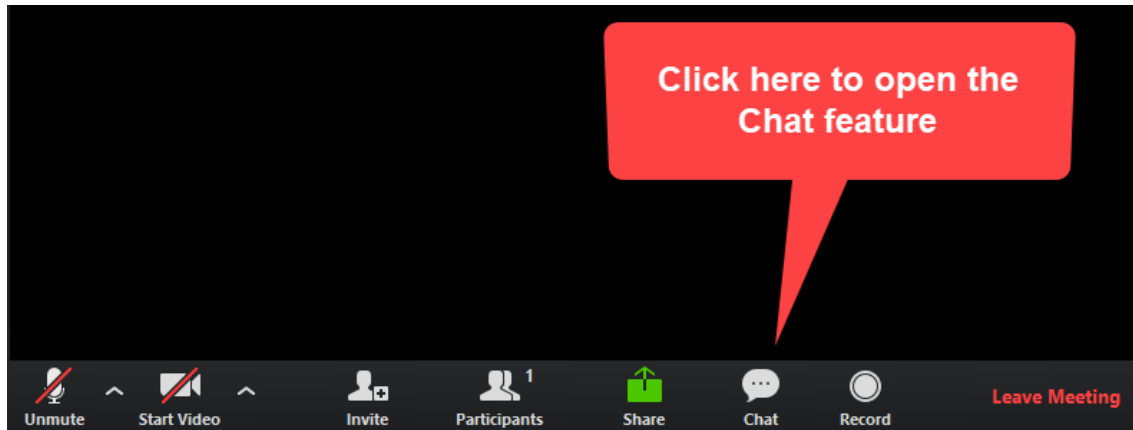
Proxy votes will have been received and counted on the evening of Tuesday 12 November 2024. The Secretary will advise the number of proxy votes for and against each motion on the agenda, during Item 3. (attendance, apologies and proxies).

Asking questions and speaking during the AGM

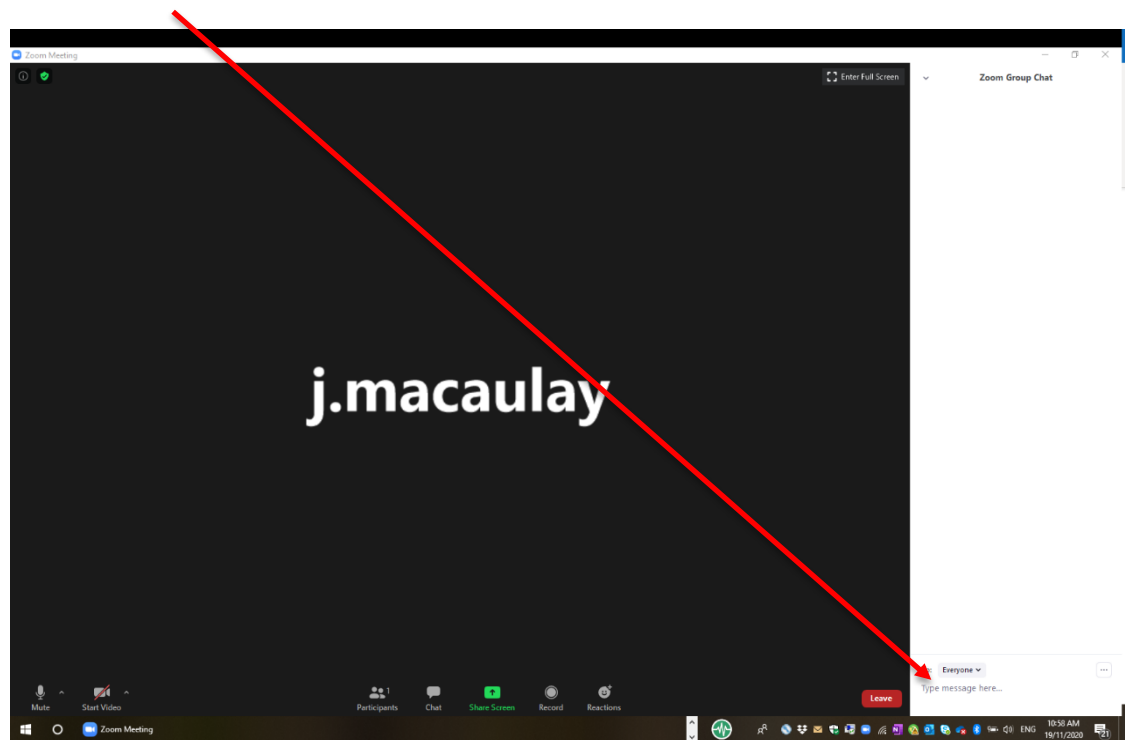
As in a face-to-face AGM, Members will have an opportunity after the Treasurer's Report and at Members' Question Time to ask questions.

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. "question") here:



3. The Zoom support team will be standing by to advise the Chair which Members wish to speak. Member will be advised when it is their turn to ask a question. 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.