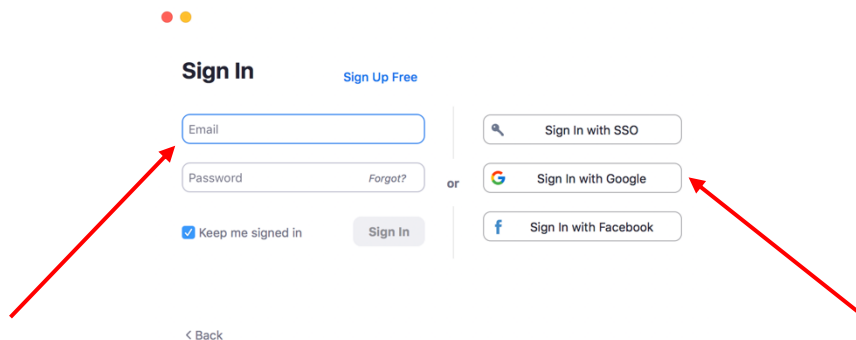
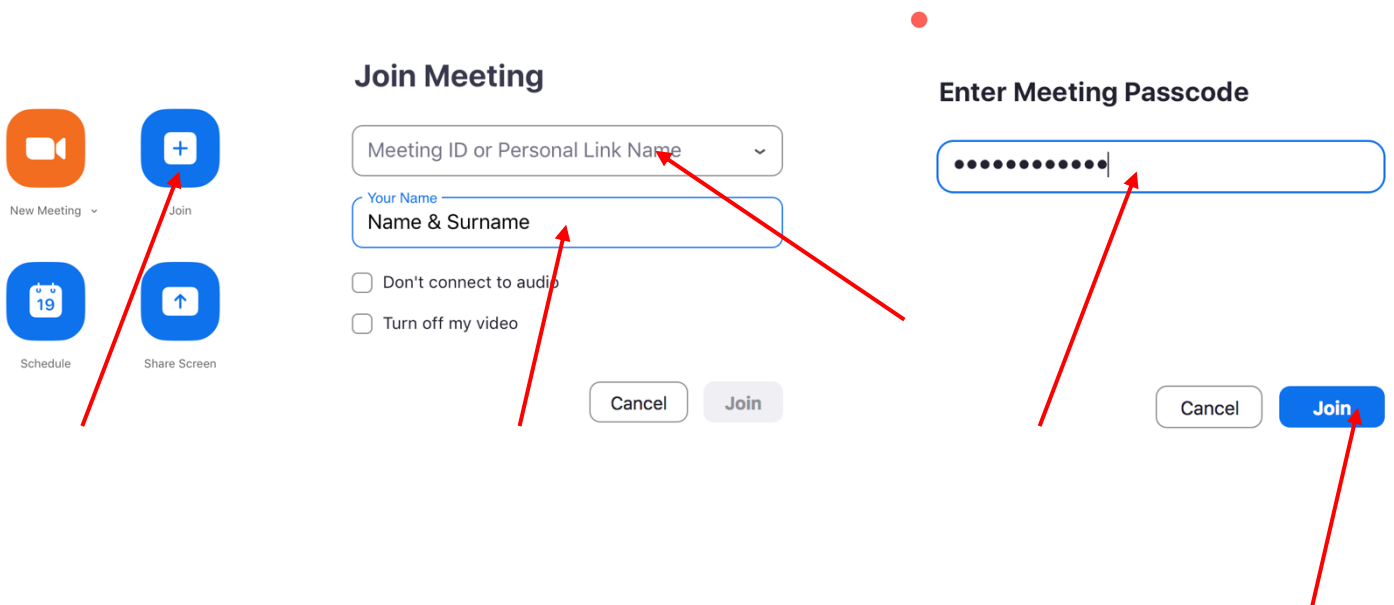


# Instructions & Rules for the AGM Zoom meeting

1. Please download the zoom application on your laptop or smart phone.  
<https://zoom.us/download>
2. Sign up or Sign in to zoom or alternatively you can log in via your Facebook or Gmail account.



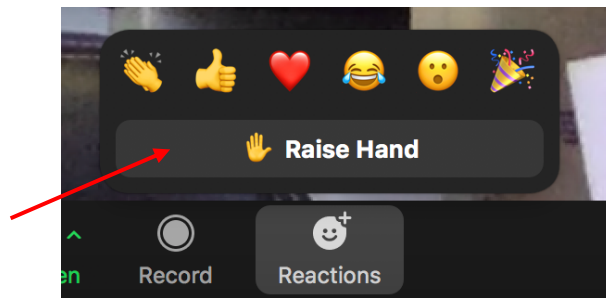
3. After you sign in, click join then enter your full name, the personal meeting ID and passcode, then click join again to enter the meeting.



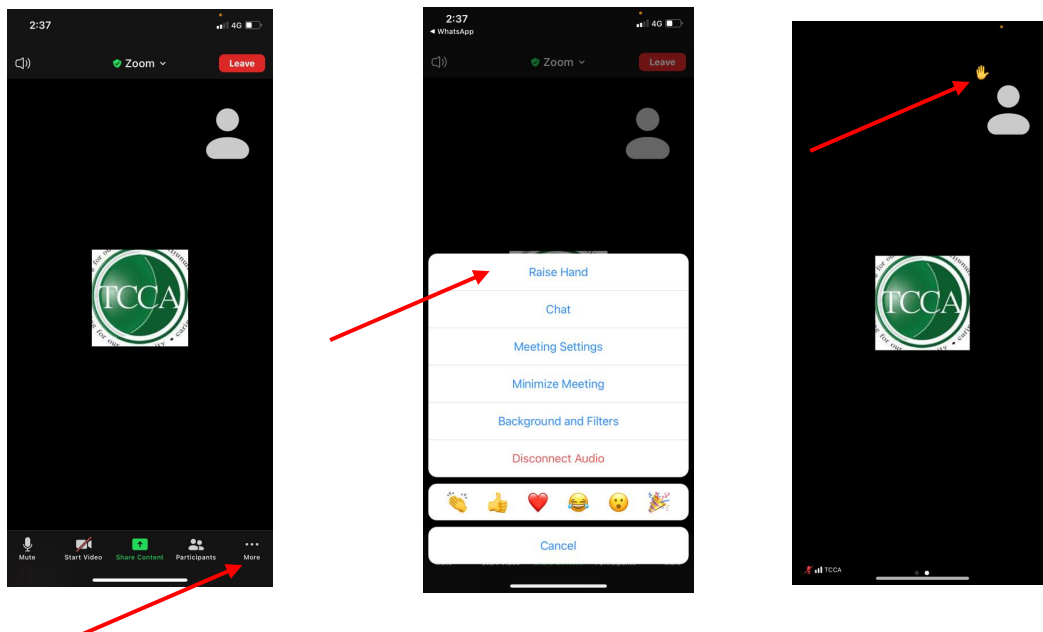
4. The meeting will start at 6pm but the waiting room will open at 5:30pm.
5. Voting opens up at 6pm and will finish at 11:59pm.

**Rules:**

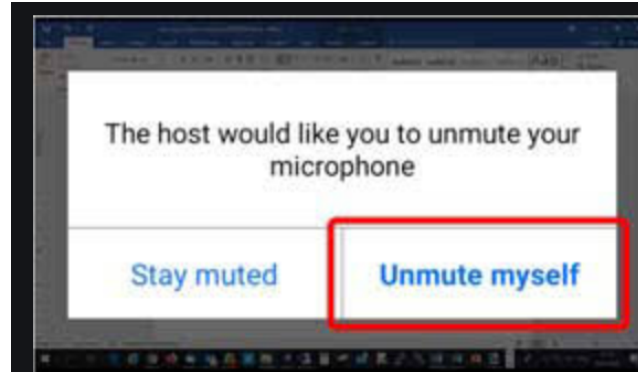
1. When you enter the meeting your camera MUST be on all times in order for us to identify the member. If a member cannot be identified, they WILL be removed from the meeting.
2. You will be muted throughout the meeting to be able to control the noise. If you wish to ask a question, at the bottom of your screen you click “reactions” and then click “raise hand”. This will tell the host that you wish to ask a question, and in order all questions will be answered.



3. When viewing the meeting on your phone , you must click “more” in order to see the “raise hands” tabs.



4. When it's your turn to speak the host will click unmute and will send you a request to be able to unmute yourself.



Once you receive this request you can unmute yourself.

5. When questions are asked, the relevant member will answer your question. No further comments will be made.
6. NO recordings of the meeting will be allowed due to confidentiality. The meeting will be recorded by the host in order to take notes of minutes. The recording will be deleted afterwards.