

ANNUAL GENERAL MEETING 2020



Attending the AGM Online

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Once completed, your registration will be received by the Guild for approval. You will then receive a confirmation in your email inbox with details on how to join the online AGM.



Meeting Registration Pending Approval

Topic	2020 Annual General Meeting
Description	<p>This is a members-only event. It is a requirement that attendees are financial members to participate.</p> <p>Please note that each registration only accounts for ONE individual. Where multiple persons of the same household are members intending to attend the AGM, separate registration and online meeting attendance is required to count for quorum and voting purposes.</p>
Time	Sep 25, 2020 04:00 PM in Brisbane

Meeting ID:

Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status.

To Cancel This Registration

You can [cancel](#) your registration at any time.

2. Join the Online Meeting

- *We recommend using your PC/laptop to join in for best quality and ease of use. This instructional is for joining in by PC/laptop only.*
- *Join in is also available on your mobile devices or tablets if preferred. Features available are the same, however, may appear modified to fit your devices.*

Join in up to 30 minutes early on the day of the event. Admins will be available during that time only for any tech assistance required.

Click on the joining link available on your email confirmation:

2020 Annual General Meeting Confirmation Inbox X

Keiran Simpson <no-reply@zoom.us>
to me ▾

3:15 PM (50 minutes ago)



Hi

Thank you for registering for "2020 Annual General Meeting".

Please submit any questions to: secretary@facetorsguild.com.au

Date Time: Sep 25, 2020 04:00 PM Brisbane

Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)

Passcode:

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

Australia: +61280156011,85325604995# or +61370182005,85325604995#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Australia: +61 2 8015 6011 or +61 3 7018 2005 or +61 7 3185 3730 or +61 8 6119 3900 or +61 8 7150 1149

Meeting ID:

Passcode

International numbers available: <https://us02web.zoom.us/j/kw9410IJA>

You can [cancel](#) your registration at any time.

a) Open Zoom Meetings

The link will pop-up a prompt to open the application automatically.

However, should there be difficulties, try downloading Zoom and manually enter password and meeting ID (as given in the confirmation email) for access to the online meeting room.

zoom

When system dialog prompts, click **Open Zoom Meetings**.

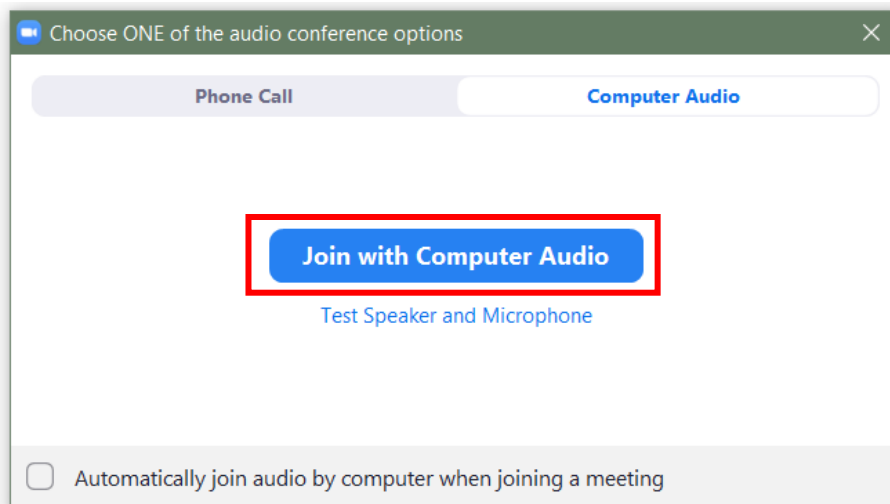
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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Privacy & Legal Policies

b) Participating in the Online Meeting

To participate in the meeting, select join with computer audio. Ensure sound (speakers) are on to hear audio, or, use a headset with or without a microphone.

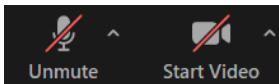
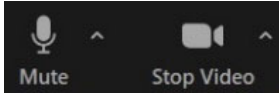


3. Utilising Zoom Features During the Online Meeting

a) Using the microphone and video function

On the bottom left of the tool bar, is the microphone and video icon.

To control your microphone or video – on or off, click on the icon and a red line across will be displayed.



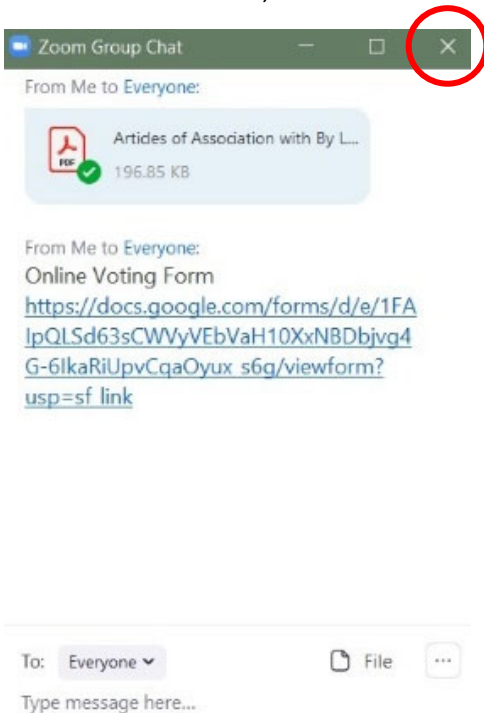
b) Using the chat function

On the bottom center of the tool bar, is the chat icon.

Click on the icon to view or participate in the meeting. This will pop up a side window displaying the chat. Questions to the Chair can be typed in there for address in the meeting. The chat is viewable to all attendees and will be monitored by admins.



Click the close (X) icon to close chat window. The chat is accessible at any time during the meeting, just click on the chat icon again. New messages to the chat will be displayed on the chat icon when it comes in, in real time.



c) Minimise / hide video panel

To optimise your viewing screen and adjust pop-up window of video panels, click on the minimise icon to reduce its size. And vice versa to maximise back the viewing screen.

You may also opt to click and hold the top of the window and drag it to another part of your screen.

