

## AGM – Zoom Instructions

### Zoom Meeting:

This meeting will be conducted online via Zoom. A member can participate in the meeting by taking the following steps:

- (a) Download and install the Zoom app if you have not previously done so (<https://zoom.us/download>). This involves opening an account, but a free account will suffice. You will need to provide an email address and create a password to allow you click into the meeting successfully.
- (b) Provide the Society ([membership@emhs.org.au](mailto:membership@emhs.org.au)) with your email address unless you have already done so. The Society will send an email to all members who have provided an email address inviting them to participate in the meeting.
- (c) Accept the invitation by replying to the invitation email.
- (d) Ten minutes before the meeting click on the link in your email invitation to join the meeting.
- (e) You will enter an online “waiting room” from which you will be admitted to the meeting by our Membership Administrator, Di Clifford. Please be patient because she will have to deal with a queue of members.
- (f) All members’ microphones will be muted on entry. Please stay muted until the chair of the meeting indicates that it is your turn to speak. You may request to speak by sending a zoom chat message to Di Clifford.
- (g) There will be opportunities for member voting and discussion.

If you would like to participate, but not via Zoom, you can appoint a proxy to participate on your behalf via Zoom. A form of proxy is available at:

[https://emhs.org.au/society/activity/emhs\\_agm\\_500pm\\_wednesday\\_21\\_october\\_2020](https://emhs.org.au/society/activity/emhs_agm_500pm_wednesday_21_october_2020)

Further details of the AGM and relevant documents can be found online using the above link.