

Virtual Meeting Online Guide

Online Meeting User Guide

Before you begin

Ensure your browser is compatible. You can easily check your current browser by going to the website: **whatismybrowser.com**

Supported browsers are:

- Chrome – Version 44 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The meeting is viewable from desktops, laptops and tablets. To view the meeting and ask questions you must have your member code.

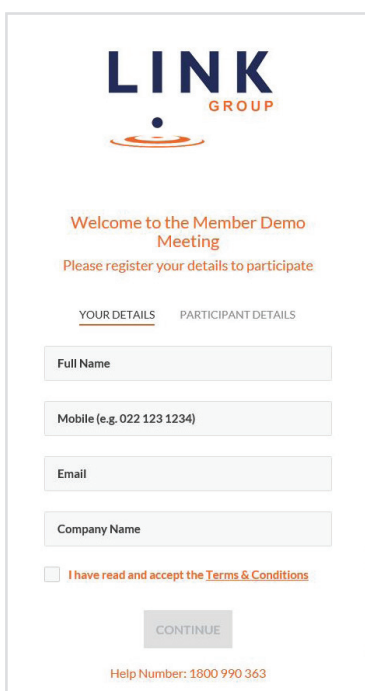
Step 1

Open your web browser and go to <https://agmlive.link/AUDA21>

Login to the online portal using your full name, mobile number, email address and company name (if applicable).

To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the ‘Continue’ button.



The screenshot shows a registration form for a 'Member Demo Meeting' by LINK GROUP. The form is titled 'Welcome to the Member Demo Meeting' and asks the user to 'Please register your details to participate'. It features two tabs: 'YOUR DETAILS' (selected) and 'PARTICIPANT DETAILS'. The 'YOUR DETAILS' section contains four input fields: 'Full Name', 'Mobile (e.g. 022 123 1234)', 'Email', and 'Company Name'. Below these fields is a checkbox labeled 'I have read and accept the Terms & Conditions'. At the bottom of the form is a 'CONTINUE' button and a 'Help Number: 1800 990 363'.

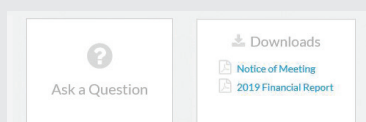
Online Meeting User Guide *continued*

Navigating

At the bottom of the webpage under the webcast and presentation there are two boxes. Refer to each section below for operating instructions.

1 Ask a Question

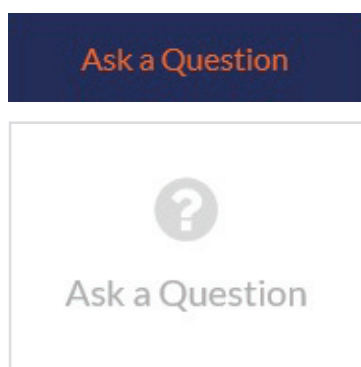
2 Downloads



1. How to ask a question

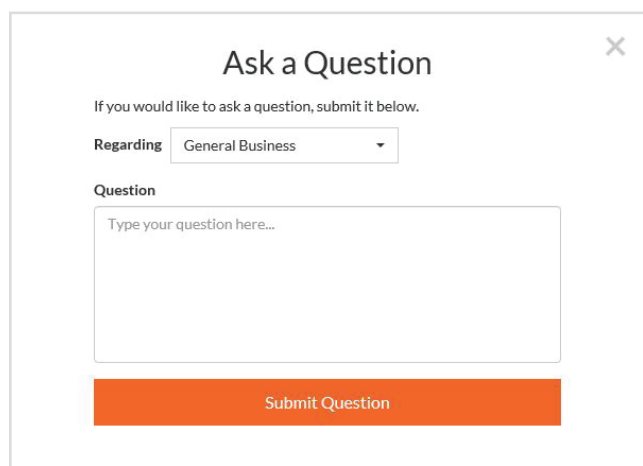
Note: Only members are eligible to ask questions.

If you would like to ask a question, click on the **'Ask a Question'** box either at the top or bottom of the webpage.



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The **'Ask a Question'** box will then pop up with two sections for completion.



The 'Ask a Question' dialog box features a title bar with a close button (X). Below the title, it says 'If you would like to ask a question, submit it below.' There is a 'Regarding' dropdown menu currently set to 'General Business'. Below that is a 'Question' section with a text input field containing the placeholder 'Type your question here...'. At the bottom of the dialog is a large orange button labeled 'Submit Question'.

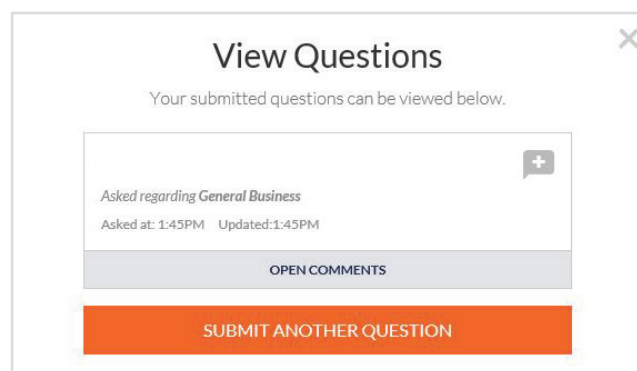
Select your question category and then click in the **'Question'** section and type your question.

When you are ready to submit your question – click the **'Submit Question'** button.

Once you have asked a question a **'View Questions'** box will appear.

At any point you can click on **'View Questions'** and see all the questions you have submitted. Only you can see the questions you have asked.

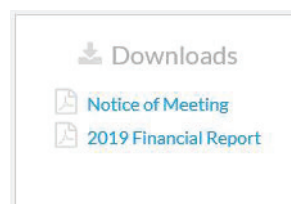
Note: You can submit your questions by this method 30 minutes before the meeting begins.



The 'View Questions' dialog box has a title bar with a close button (X). It says 'Your submitted questions can be viewed below.' Below this is a card for a question: 'Asked regarding General Business', 'Asked at: 1:45PM', and 'Updated: 1:45PM'. To the right of the card is a comment icon. Below the card is a grey button labeled 'OPEN COMMENTS'. At the bottom of the dialog is a large orange button labeled 'SUBMIT ANOTHER QUESTION'.

2. Downloads

If you would like to see relevant meeting documents you can do so here.



When you click on the link the file will open in another tab in your browser.

5. Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name of your holding/s
- c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363.

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call:
Conference Call Number: 1800 290 663
International Number: +61 2 7201 7805

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be greeted by a moderator and asked to provide your PIN. This will verify you and allow you to ask a question.

Step 3

Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note, If your holding cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to ask a question.

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairperson calls for questions on each resolution, you will be asked to **press *1** on your keypad should you wish to raise your hand to ask a question.

Step 2

The moderator will ask you what item of business your question relates to? Let the moderator know.

You will also be asked if you have any additional questions.

Step 3

When it is your time to ask your question, the moderator will introduce you to the meeting, your line will be unmuted and you can then start speaking. Note, if at any time you no longer wish to ask your question, you can lower your hand by **pressing *2** on your key pad. If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Step 4

Your line will be muted once your question has been answered.

Contact us

Australia

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