ZOOM USER GUIDE FOR AGM ATTENDEES

For the best experience, we ask you to make some preparations by installing the Zoom application on your computer/mobile device. This will give you more functionality and ensure you can participate in the AGM.

Installing Zoom

1. Install the Zoom Application on your laptop or PC by clicking on the webinar invite or by clicking here. See video here for additional support.

2. Install the Zoom application on your mobile device or tablet. To do this, use the relevant link for 'Google Play' (Android) or the equivalent for the 'App Store' (iPhone) using your mobile device.

If you are unable to download the Zoom application, or have issues, please join by browser. Chrome is the best Browser to use for Zoom.

There is also an option to join by 'phone by simply dialling a telephone number (and providing the relevant meeting details provided on your registration link). However, please note that if you join the AGM via telephone in this way (rather than through the Zoom app, if using a mobile 'phone), you will not be able to participate by voting on polls or raising your hand; for this reason, we intend to exclude members who join this way when checking that we have met the required quorum of 30 Fellows. You will also be asked to identify yourself for security reasons if you cannot be identified by your 'phone number.

In advance of the AGM

1. To attend the AGM, you must make a reservation on the SAI website by midday on 7th September. This will allow us to set up the AGM in a secure way, with appropriate controls on access.

2. You will receive a Zoom link in advance of the AGM. Please note, you will need to register your attendance via this link before you receive the AGM joining instructions. This extra registration step will only take a minute but we require this as a security measure to ensure that only authorised members have access to the AGM. This registration link will be sent to you at least two days in advance of the AGM (or as soon as practicable, for later reservations).
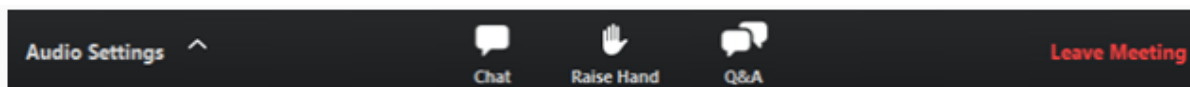
Joining the AGM

To join the AGM, follow the joining instructions within the email you received after registering on Zoom (step two above). These instructions will include a link to the meeting – do not share this link with anyone else as it is unique to you.

Alternatively, if you have the Zoom application on your phone / PC, you can join the meeting manually without having to follow a link:

- Sign in to the Zoom Desktop Client or Mobile App and Click or tap 'Join a Meeting'.

- Enter the 9-digit webinar ID found in your joining instructions, and click 'Join' or tap 'Join Meeting'.

- If prompted, enter your name and email address, then click 'Join Webinar' or tap 'Join'.

There should be an option for you to test the audio to ensure you can hear noise coming from your device. As an attendee, you can mute/unmute your audio (if the host has given you permission to do so), virtually raise your hand, ask a question through the portal and send messages to others (however, these options are not available if you join by 'phone by dialling a 'phone number, rather than through the Zoom app). You can also leave the meeting at any time.

The Chair will invite questions at various points during the meeting.

Participating in the AGM

Speaking

When you first join the AGM, you will be muted and will not have the option to unmute yourself until permission is granted by the Society. If you wish to contribute to the discussion or speak, please use the 'Raise Hand' function and a member of the team will unmute you. You can then speak when prompted.

Submitting questions

If you would prefer not to speak, you can submit a question through the Q&A portal which will be answered by the Chair or a presenter at the relevant time. You will be able to view questions submitted by other attendees and upvote them to the top of the list, if you wish.

Proposers, Seconders and Objectors

Throughout the AGM, there will be calls for someone to propose a motion and for someone to second it. You can propose / second by raising the 'raise hand' tool and we will take the name of the first Fellow to raise their hand in each instance. Similarly, if you wish to object to a motion, you can use the 'raise hand' tool when prompted.

Voting

For some agenda items, in particular those relating to Special Resolutions, there will be a call to participate in a vote, which will be done using the Polls function on Zoom. When prompted, please select Yes, No or Abstain.

Recording

Please note that the AGM will be recorded.

For more information on how to use Zoom as an attendee at a Webinar, click here:
https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-