



# Instructions on How to Participate in the 2020 AGMs

## Before the Day of the Meeting

### Technical Requirements

Members will need to have access to a **smart phone, tablet, or computer that is sound enabled**; and has either **built in speakers or is connected to speakers or headphones**.

### Accessing the Meeting Platform

Members will be able to use their device to access the AGM via an app **OR** a browser:

To access the AGM via an app:

- Visit the **Google Play Store™ Market** or the **Apple® App Store**
- Search for **Lumi AGM**.
- Download the app to your device.
- Alternatively, download the [Google App](#) or the [Apple App](#) now.
- **It is highly recommended that you download the app in advance of the meeting day.**

**OR**

To access the AGM via a browser:

- Go to the [USANZ and ANZAUS AGM webpage](#).
- If you have difficulty with the link above please copy and paste this URL into your browser:  
**<https://web.lumiagm.com/333782472>**

### Confirming your Access Details

To register for the meeting on the day, you will need to enter the following information:

- **Meeting ID:** The Meeting ID for both the USANZ and the ANZAUS AGM is **333-782-472**
- **Username:** The **email address** you have registered with **USANZ in our membership database**.
- **Password:** Your unique **Member ID**. Your Member ID was included in the Notice of Meeting email recently sent to you by USANZ.

**Your Member ID is also available from your Member Dashboard on the USANZ website.**

If you have trouble locating your Member ID please email [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

The image shows a screenshot of a web form titled "Personal Details" with a blue "Update Details" button at the top left. The form contains four input fields: "ID" (with a red circle around it and the value "44444444"), "Title", "First Name", and "Middle Name". Each field has a small icon to its right: a red 'x' for ID, a green checkmark for Title, a red 'x' for First Name, and a green checkmark for Middle Name.

When successfully registered, you will be directed to the USANZ and ANZAUS AGMs holding screen in the Lumi platform.

## Submitting Questions for the Directors

To aid the efficiency of the AGMs, members are requested to submit any questions for the Directors or comments in advance of the meeting.

Please send your question or comment to USANZ or ANZAUS via email to [secretary@usanz.org.au](mailto:secretary@usanz.org.au) by **Wednesday 5.00 pm AEST 22 July 2020**.

## Apologies

If you are not able to attend the meeting and would like to convey your apologies, please email [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

## Proxy Voting

If you cannot attend the meeting and would like to appoint a proxy, please complete the relevant form available in the [Notice of 2020 USANZ and ANZAUS Annual General Meetings](#).

Return your completed Proxy Form via email to the USANZ Secretary by **Wednesday 5.00pm AEST 22 July 2020**.

If you appoint a proxy and later decide to attend the meeting online, the proxy appointment will still be considered valid unless you change it during the meeting before the voting closes.

# On the Day of the Meeting

## Registering for the Meetings

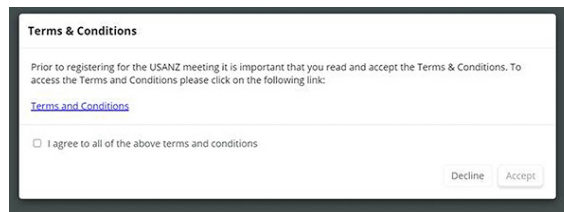
Members can register from **2:30 pm AEST on Saturday 25th July 2020**.

## Help at the Last Minute

There will be a limited number of USANZ staff available to help confirm your Meeting Access details. If you are having difficulty locating your details **please call the USANZ Office on +612 9362 8644**.

## Accessing the Meetings

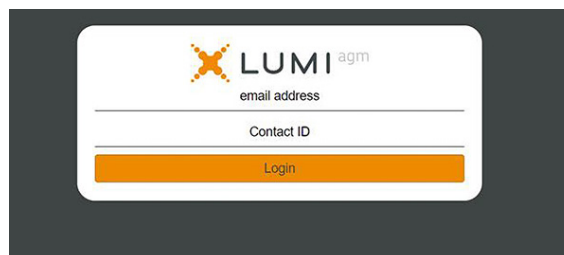
To register for the meeting on the day, you will need to enter the following information:



**Meeting ID:** The Meeting ID for both the USANZ and the ANZAUS AGM is **333-782-472**

After entering the Meeting ID you will be directed to the Terms & Conditions page of the Lumi Platform:

After accepting the Terms & Conditions you will be asked for your Meeting Access Details:



- **Username:** The **email address** you have registered with **USANZ in our membership database**.
- **Password:** Your unique **Member ID**. Your **Member ID** was included in the Notice of Meeting email recently sent to you by USANZ.

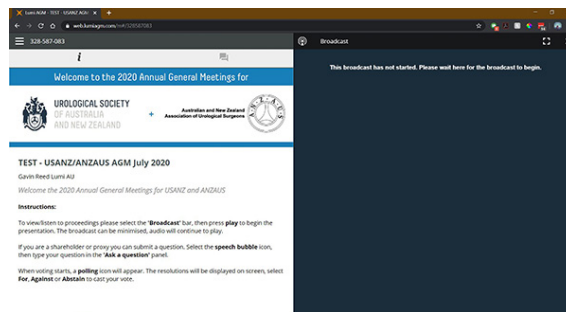
- Your **Member ID** is also available from your **Member Dashboard on the USANZ website**.
- If you have trouble locating your Member ID please email [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

When successfully registered, you will be directed to the USANZ and ANZAUS AGMs Landing Page / Home Screen in the Lumi AGM Platform.

## Using the Lumi AGM Platform

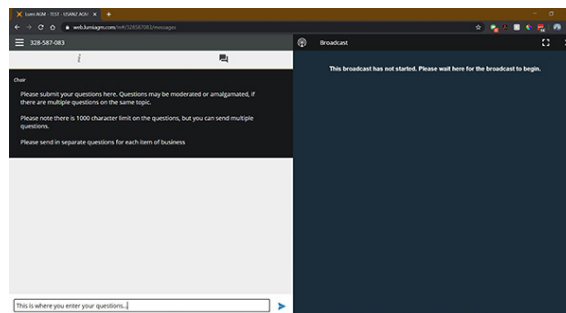
### Landing Page / Home Screen

When you get to the AGM Landing Page you will be on the **'Information'** tab indicated by the icon 'i'. You can then select the **'Question & Answer'** tab indicated by the overlapping speech bubbles.



### Question & Answer Tab

Within this tab, you can submit your own question to the Chair of the meeting



To submit a question, a member enters their message and selects the 'send' icon as you would with any text message.

Confirmation that your message has been received will appear .

### Webcast Page

On computers, the left handside panel is where the webcast will be playing with slide and/or video of the presenters. On mobile devices the webcast cannot go side by side like the desk top and will be one screen at a time.

To activate and view the webcast, please click on the Broadcast bar at the bottom of the screen. If prompted, you may have to click the play button in the window to initiate the broadcast.

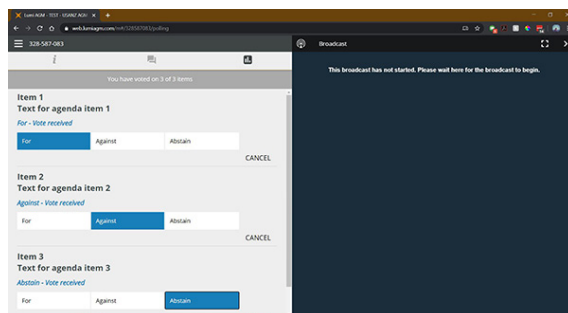
### Voting Page

When the Chair declares the polls open, the resolutions and voting choices will appear.

Once an option has been selected, the selection will appear in blue. If a member wishes to change their mind, they can simply press their new vote or cancel their vote completely at any time before the Chair closes the voting.

Members are required to press the option corresponding with the way in which they wish to vote.

Votes cast by Members during the meeting will override any proxy that may have been granted by that Member.



Upon conclusion of the meeting the home screen will be updated to state that the meeting is now closed.