

Online Meeting Guide

USANZ and ANZAUS AGMs

30 April 2022 03:00pm AEST

Attending the meeting virtually



If you choose to participate online, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time.

To participate online visit web.lumiagm.com/396488046 on your smartphone, tablet or computer.

You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible

To log in, you must have the following information:

Meeting ID: 396-488-046

Members login:

- **Username**
(email address)
- **Password**
(membership number)

Appointed Proxies

To receive your unique username and password, please contact USANZ on +61 2 9362 8644.

Guests

To register as a guest, you will need to enter your name and email address.

Participating at the meeting

- 1** To participate in the meeting, you will be required to enter the unique 9-digit Meeting ID as provided above.

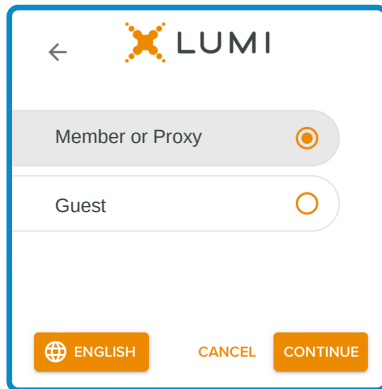
A screenshot of the LUMI login interface. At the top is the LUMI logo. Below it is a text input field with the placeholder text "Enter Meeting ID". At the bottom is a grey button with the text "JOIN MEETING".

- 2** To proceed into the meeting, you will need to read and accept the Terms and Conditions

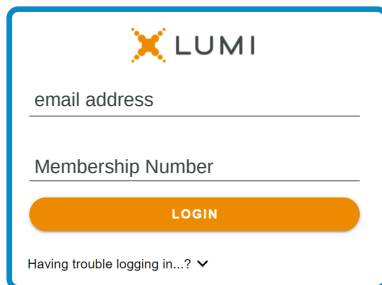
A screenshot of the LUMI Terms and Conditions screen. At the top is a back arrow and the LUMI logo. Below is the heading "Terms and Conditions". The text reads: "Prior to registering for the meeting, it is important that you read and accept the Terms & Conditions. To access the Terms and Conditions please click on the following link: [Terms and Conditions](#)". At the bottom, there is a checkbox with the text "I agree to all of the above terms and conditions". Below the checkbox are three buttons: "ENGLISH" (with a globe icon), "DECLINE", and "ACCEPT".

3 Select the relevant log in option to represent yourself in the meeting.
 Note that only members and proxies can vote and ask questions in the meeting.

To register as a member,
 select 'Member or Proxy' and
 enter your email address and
 Membership number.

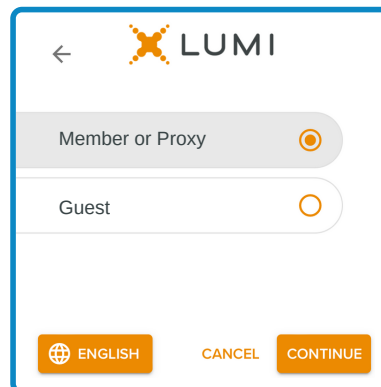


The screenshot shows the LUMI login interface. At the top is the LUMI logo. Below it are two radio button options: 'Member or Proxy' (selected) and 'Guest'. At the bottom are three buttons: 'ENGLISH' (with a globe icon), 'CANCEL', and 'CONTINUE'.

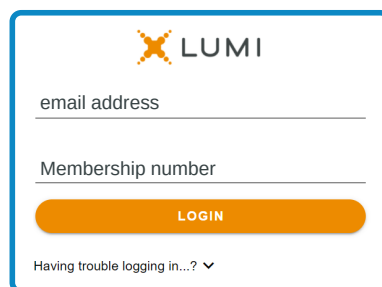


This screenshot shows the input fields for the 'Member or Proxy' login. It includes fields for 'email address' and 'Membership Number', followed by a 'LOGIN' button. A link 'Having trouble logging in...?' is at the bottom.

To register as a proxyholder,
 select 'Member or Proxy' and
 you will need your username
 and password as provided by
 USANZ. In the 'email address'
 field enter your username and
 in the 'Membership number'
 field enter your password.

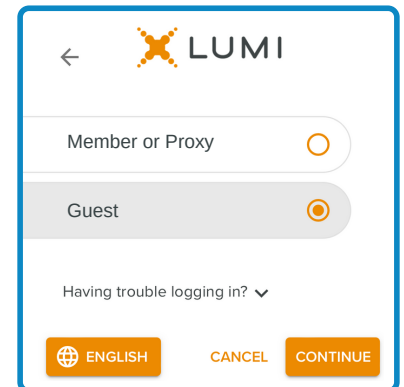


This screenshot is identical to the one for 'Member or Proxy' registration, showing the selection of the 'Member or Proxy' option and the 'ENGLISH', 'CANCEL', and 'CONTINUE' buttons.

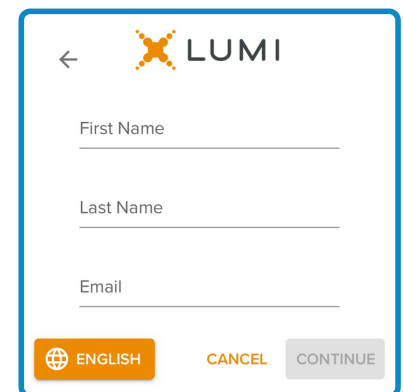


This screenshot is identical to the one for 'Member or Proxy' registration, showing the input fields for 'email address' and 'Membership number', the 'LOGIN' button, and the 'Having trouble logging in...?' link.

To register as a guest,
 select 'Guest' and enter your
 name and email address.

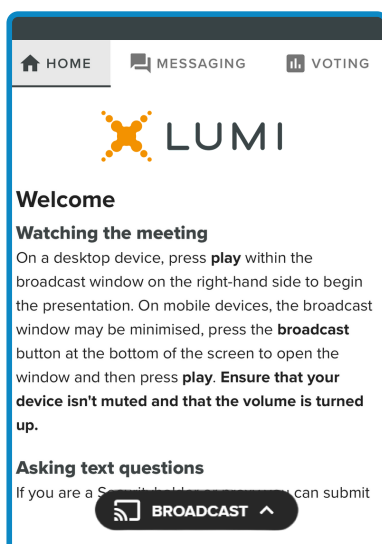


The screenshot shows the LUMI login interface with the 'Guest' option selected. It includes a link 'Having trouble logging in?' and buttons for 'ENGLISH', 'CANCEL', and 'CONTINUE'.



This screenshot shows the input fields for the 'Guest' login. It includes fields for 'First Name', 'Last Name', and 'Email', followed by 'ENGLISH', 'CANCEL', and 'CONTINUE' buttons.

4 Once logged in, you will see the home page,
 which displays the meeting title and instructions.

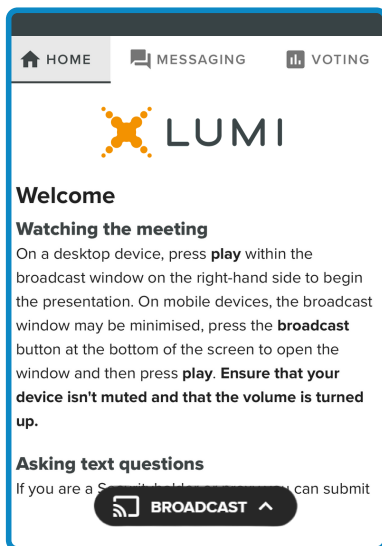


The screenshot shows the LUMI home page. It has a navigation bar with 'HOME', 'MESSAGING', and 'VOTING'. Below the LUMI logo, it says 'Welcome' and 'Watching the meeting'. It provides instructions for desktop and mobile devices. At the bottom, there is a 'BROADCAST' button with a play icon.

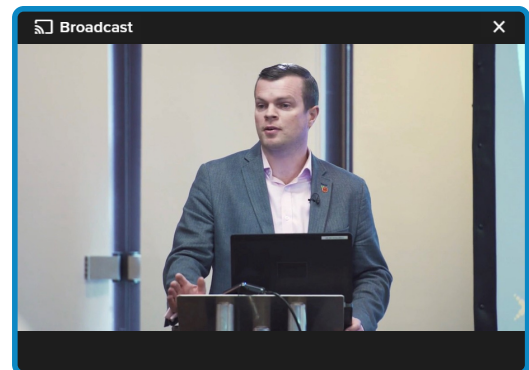
5 On a desktop device the webcast will appear
 at the side automatically.
 On a mobile device, select the broadcast icon at
 the bottom of the screen to watch the webcast.



6 During the meeting, mobile users can minimise the webcast at any time by selecting the arrow by the broadcast icon. You will still be able to hear the meeting. Selecting the broadcast icon again will reopen the webcast.



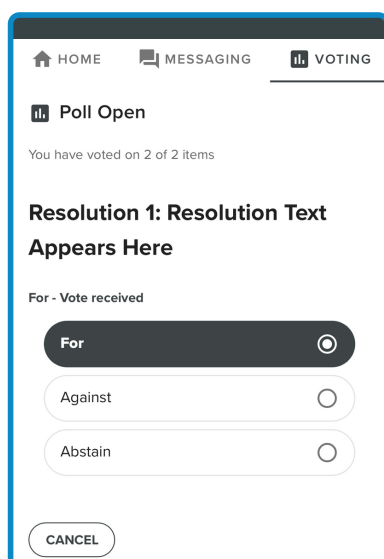
7 Desktop / Laptop users can watch the webcast full screen, by selecting the full screen icon. To reduce the webcast to its original size, select the X at the top of the broadcast window.



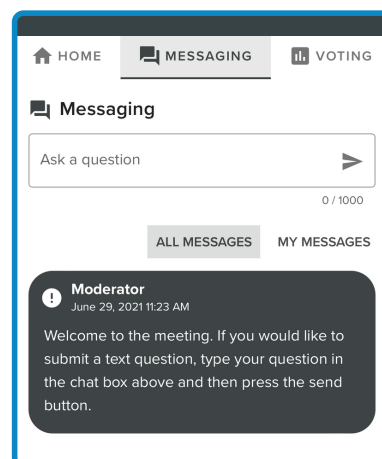
8 **For members and appointed proxies only.** When the Chair declares the poll open:

- A voting icon will appear on screen and the meeting resolutions will be displayed
- To vote, select one of the voting options. Your response will be highlighted
- To change your vote, simply select a different option to override

There is no need to press a submit or send button. Your vote is automatically counted. Votes may be changed up to the time the Chair closes the poll.

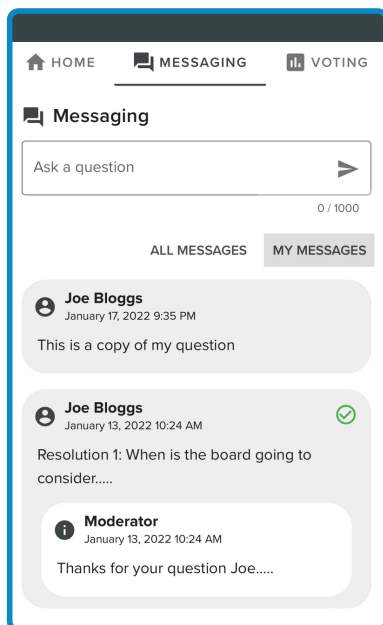


9 **For members and appointed proxies only.** To ask a written question tap on the messaging icon, type your question in the chat box at the top of the screen and select the send icon. Confirmation that your message has been received will appear.



10 For members and appointed proxies only. Questions sent via the Lumi platform may be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language.

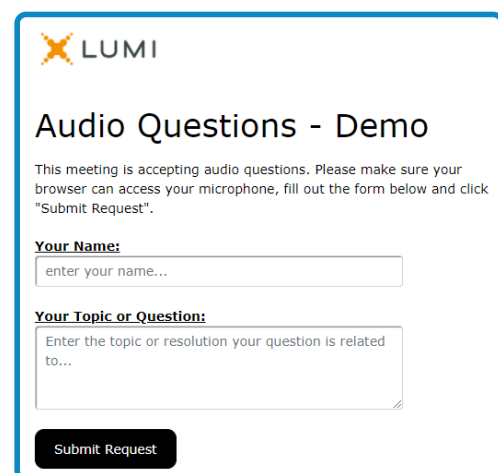
A copy of your sent questions, along with any written responses from the meeting team, can be viewed by "selecting my messages".







11 For members and appointed proxies only. To ask a question verbally:

- Pause the broadcast
- Click on the link under "Asking Audio Questions" on the home tab 🏠
- Enter the requested details
- Click "Submit Request"
- Follow the audio prompts to connect

You will hear the meeting while you wait to ask your question.



Icon descriptions

-  **Home tab** - displays meeting instructions and audio questions link
-  **Messaging tab** - Submit written questions or comments
-  **Voting tab** - View and selection voting options. Only visible once the chair opens voting
-  **Documents tab** - View documents relating to the meeting, if available

For assistance

If you require assistance before or during the meeting please call +61 2 9362 8644