

## Virtual AGM 2020 - Technical Guide

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### How to Pre-Register for The College Of Law Limited's 2020 Virtual AGM

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1. Go to: <https://www.collaw.edu.au/about/corporate-governance/AGM-2020>
2. Scroll down and click on 'Pre-Registration Form'

Blurb

- [Frequently asked questions](#) - placeholder link only
- [Technical Guide](#) - placeholder link only
- [Pre-Registration Form](#)

3. Scroll down till you see the full form like in the image below:

Please complete the form to Pre-Register for the event. Only Members or their nominated Proxies may Pre-Register.

First name\*

Last name\*

Email\*

Phone number\*

Attendance\*

- Zoom Online Video Conference (Preferred attendance method)
- Telephone

Member Category\*

- Community Ordinary Member
- College Ordinary (Alumni) Member
- Foundation Ordinary Member
- Preferred Foundation Ordinary Member

Placeholder - Data Collection information notice to be included here.

[Pre-Register](#)

4. Enter your details into the form

First name\*

Last name\*

Email\*

Phone number\*

5. Select how you will attend the meeting

Attendance\*

- Zoom Online Video Conference (Preferred attendance method)
- Telephone

6. Select your 'Member Category'

Member Category\*

- Community Ordinary Member
- College Ordinary (Alumni) Member
- Foundation Ordinary Member
- Preferred Foundation Ordinary Member

7. Click on 'Pre-Register'

 Pre-Register

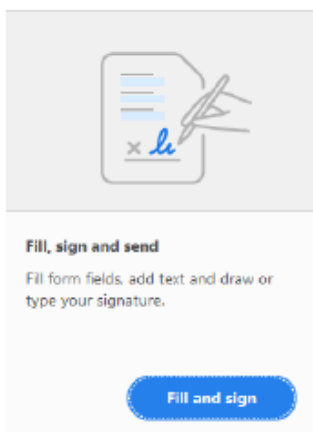
## Signing of Direct Voting & Proxy Forms Electronically

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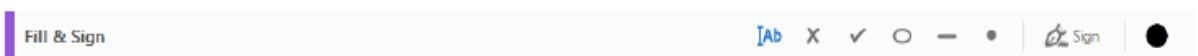
1. Open the PDF in Adobe Reader DC
2. From the right-hand pane, click on the **Fill & Sign** button

 Fill & Sign

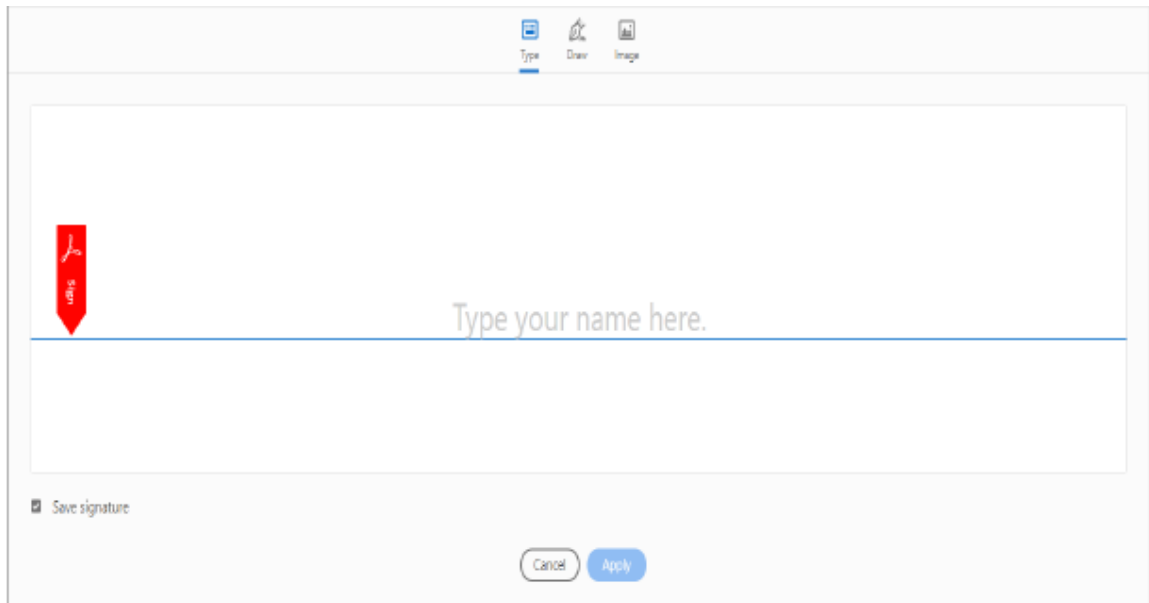
3. From the new window that comes up, click on the **Fill and sign** button



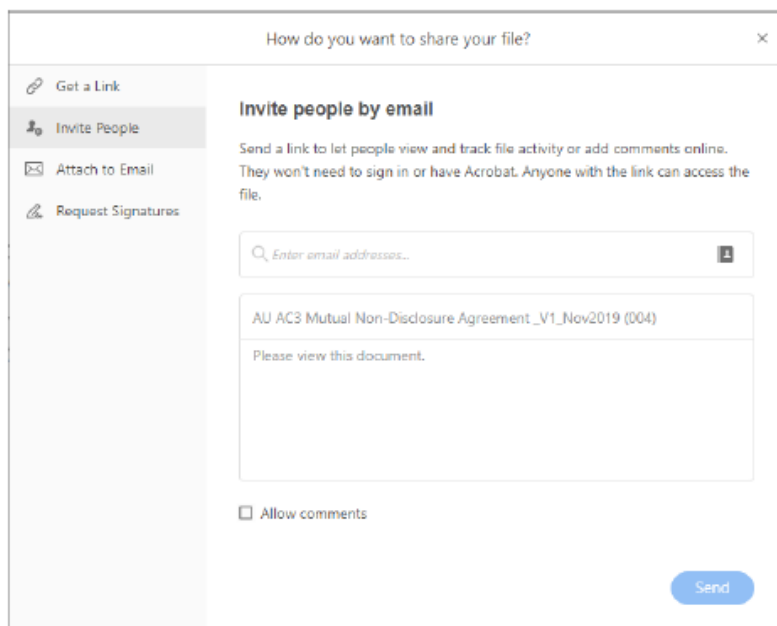
4. From the **Fill & Sign** menu bar that comes up, click on the **Sign** button



5. If you are creating a signature for the first time, click on **Add Signature** from the drop down that appears and *type in your name*. Click **Apply** when done



6. Your cursor will change to your signature. Click on the signature box for it to paste
7. Click the **next** button on the **Fill & Sign menu** to save the document with your signature
8. After saving if you get a new window with the menu heading "How do you want to send" you send your file. Click the X button from the top right to close that window. Now click the close button
9. A **Share** button will appear at the top right on the Fill & Sign menu. You can now use this to send your document through email. Click on the button, then click on the **Attach to Email** option and the following window will appear



## System requirements – Windows and macOS

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Internet connection – broadband wired or wireless (3G or 4G/LTE)  
Webcam, Microphone/ Headset

Supported operating systems:

- macOS X with macOS 10.9 or later
- Windows 10\*
- Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

## System requirements – iOS, iPadOS & Android

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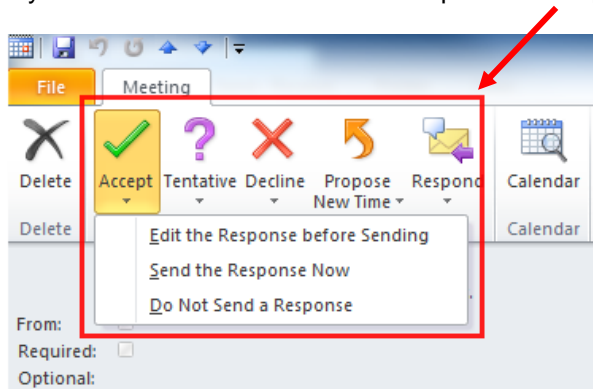
Internet connection – WiFi or wireless (3G or 4G/LTE)  
Microphone/ Headset

Supported operating systems

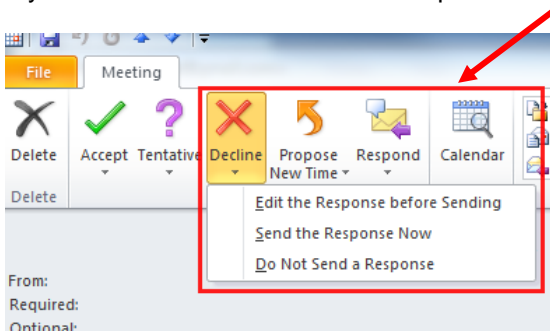
- iOS 8.0 or later:
- Send and receive video using front or rear camera
- iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation, iPhone 3GS (no front facing camera)
- iPadOS 13 or later
- Android 5.0x or later

**Joining the Virtual AGM by Zoom**

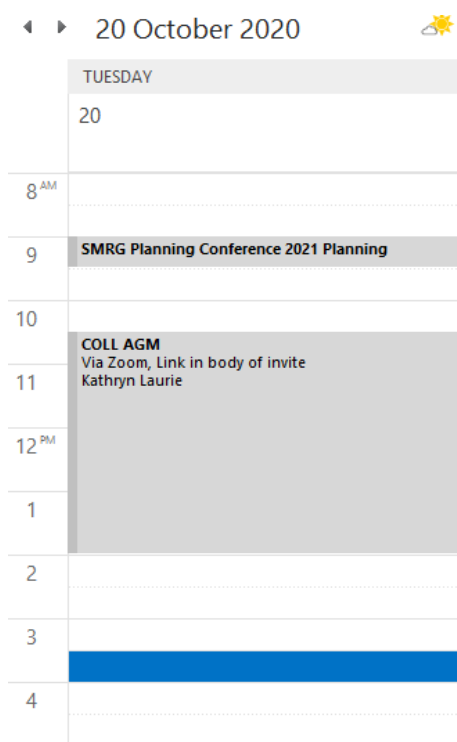
1. Following Pre-Registration, you will receive an email containing a Calendar invitation from the Company Secretary with virtual AGM details, **Please also check your junk mail just in case.**
2. If you wish to attend the virtual AGM please “accept” the invitation.



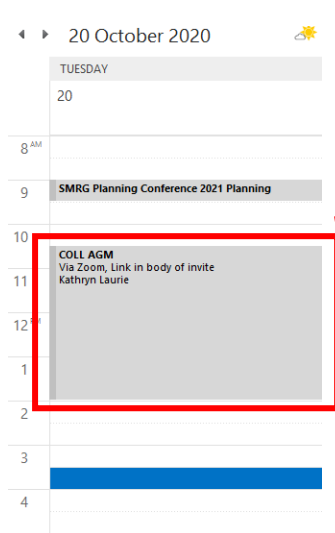
3. If you cannot attend the virtual AGM please “decline” the invitation.



4. If you “accept” this invitation it will save to your online calendar (ie Outlook, iCal etc) if your calendar and email are linked.

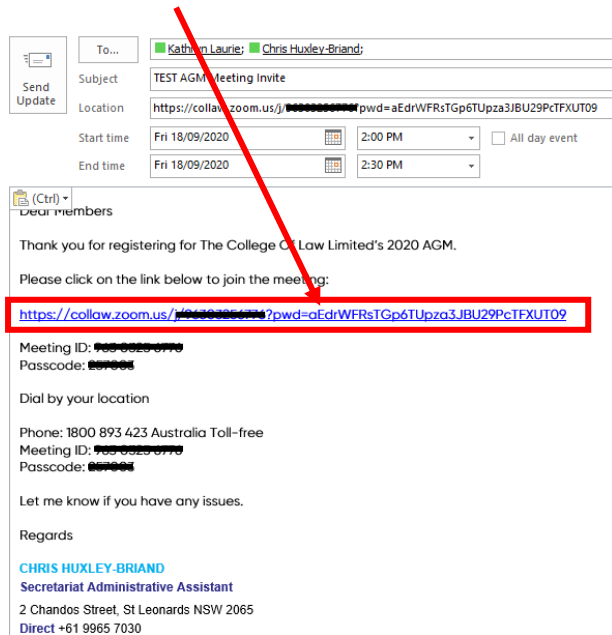


5. To join the virtual AGM by Zoom 'click' on the entry in your online calendar

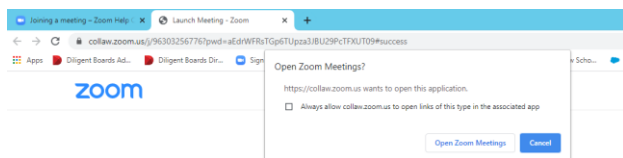


6. Please "click" on the blue link when you open the calendar invite:

**Note: This is an example and does not contain live meeting details, passcodes etc**



A window like the one in the image below will open on your laptop:

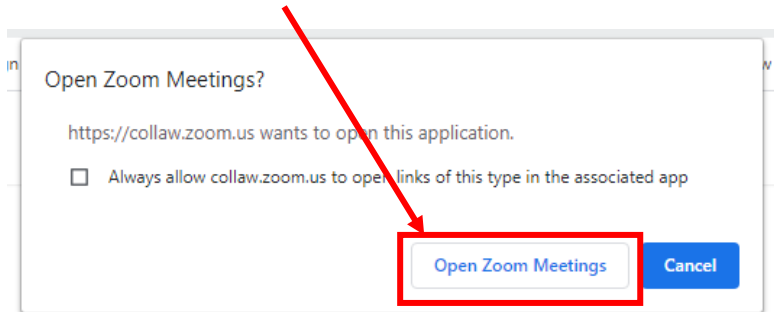


When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

**NOTE: If you have not previously used Zoom on your Android or iOS device, you will be prompted to download Zoom onto your device via their app stores. If this is the case follow the prompts.**

7. If you downloaded Zoom and nothing further happens please “click” on the blue link again in your calendar entry again and it will open the program.
8. Click on ‘Open Zoom Meetings’ in the window that appears at the top of the newly opened window like in the image below:

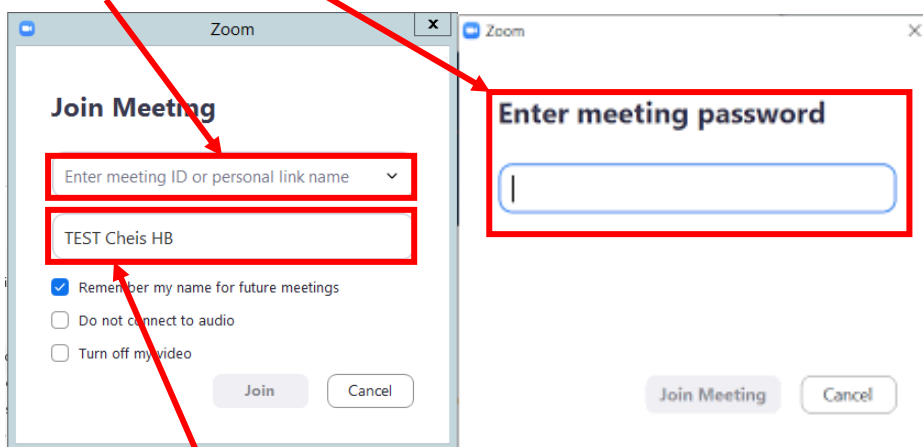


Or you can choose one of the options below:

When system dialog prompts, click **Open Zoom Meetings**.

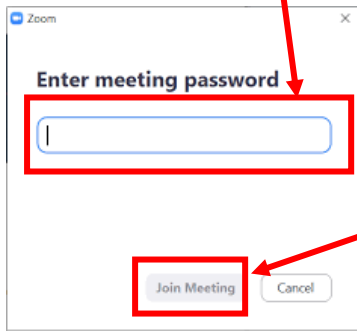
If you have Zoom Client installed, **launch meeting**. Otherwise, **download and run Zoom**.

Note: if you choose “launch meeting” or “download and run zoom” may be required to manually enter the Meeting ID and Password.



9. Please enter your full name into the next bar so the host can ensure your entry into the meeting then click on ‘Join’

10. There will be a password for this meeting, please enter it for this meeting then click on 'Join meeting'



11. A waiting room will be enabled, the host has been notified of your arrival to the meeting and will let you in once its closer to the meeting start time

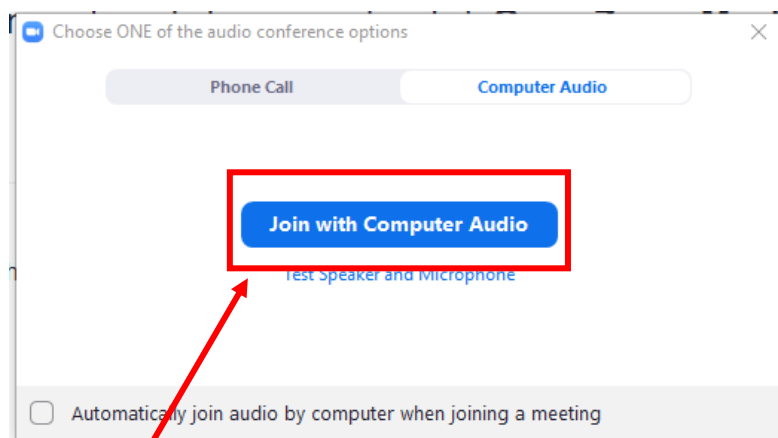
**Please wait, the meeting host will let you in soon.**

**Molly Parker's Personal Meeting Room**

**Test speaker and microphone**

12. This also a good time to test/ select your speaker and microphone settings by clicking on 'Test Speaker and Microphone' option below the 'Join with Computer Audio' option.

13. When the program opens you will first see a black screen accompanied with the window with the following image:



14. Click on 'Join with Computer Audio' to use your device audio system or alternatively you can dial your phone in using the 'Phone Call' option.










If you haven't already this also a good time to test/ select your speaker and microphone settings by clicking on 'Test Speaker and Microphone' option below the 'Join with Computer Audio' option.

15. Once you are happy with the settings click on 'Join with Computer Audio' again to join the meeting.
16. This process completes your Registration for the virtual AGM
17. You will then be placed into the waiting room.
18. The host will let you into the virtual AGM when it is about to commence.

### Zoom Control's

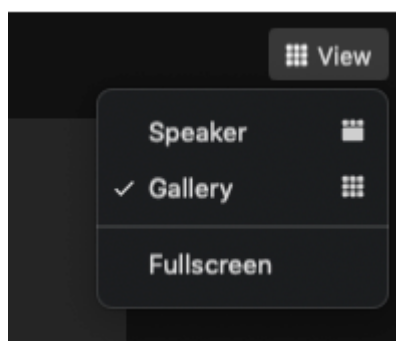
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19. Located at the bottom of the window you will see various options to assist you. On your screen, these appear from left to right.

Mute/ Unmute option	
Start/ Stop Video	
View Participants	
Chat	
Share Screen	
Reactions	
Leave	

**Note:** that the options could also appear at the top of the Zoom window.

20. During the meeting you may want to set up how you view the meeting by setting it to "speaker view, rather than "gallery view" which it is set on by default. On the top right of the Zoom window "click" on the icon for a dropdown like in the image below:



21. "Click on speaker, this will extend the speakers to a bigger window and whenever someone is talking they will each appear.

## Dialling by Telephone

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22. If you are dialling in for audio only please use the teleconference details below:

- a) Dialling 1800 893 423
- b) Entering the Meeting ID
- c) Press # when prompted
- d) Enter the Passcode

23. You will then be placed into the waiting room.

24. The admin will let you in once the meeting is ready to start, when you are brought into the meeting you may be asked to advise who you are so that the other members can identify you during the meeting.

25. Press '\*6' to mute and '\*6' to unmute.

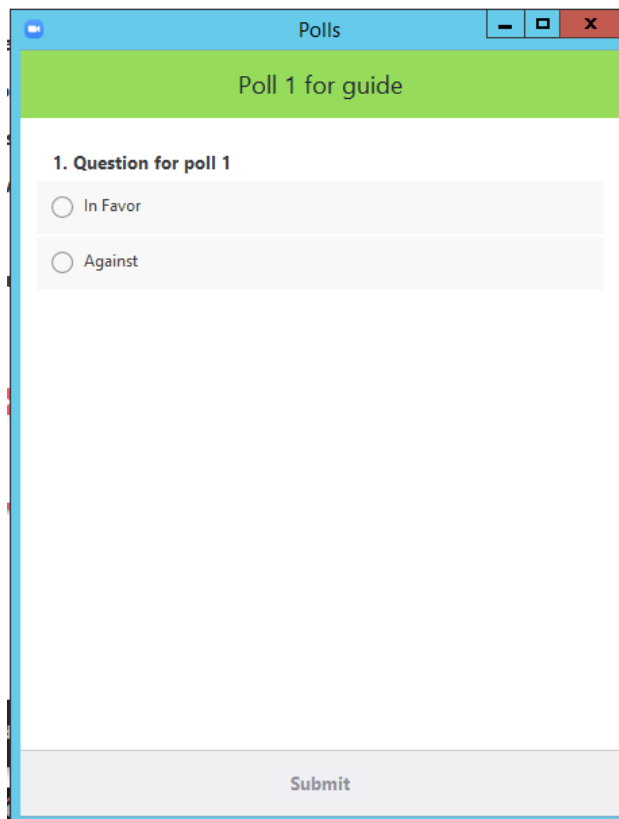
**Note:** The company's preferred for you to attend the virtual AGM is by the online Zoom Video Platform.

## Voting

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26. During the meeting if you have not already voted by completing the "Direct Voting Form" in advance of the virtual AGM, you will be asked to vote on resolutions, the host will activate the voting system for all members.

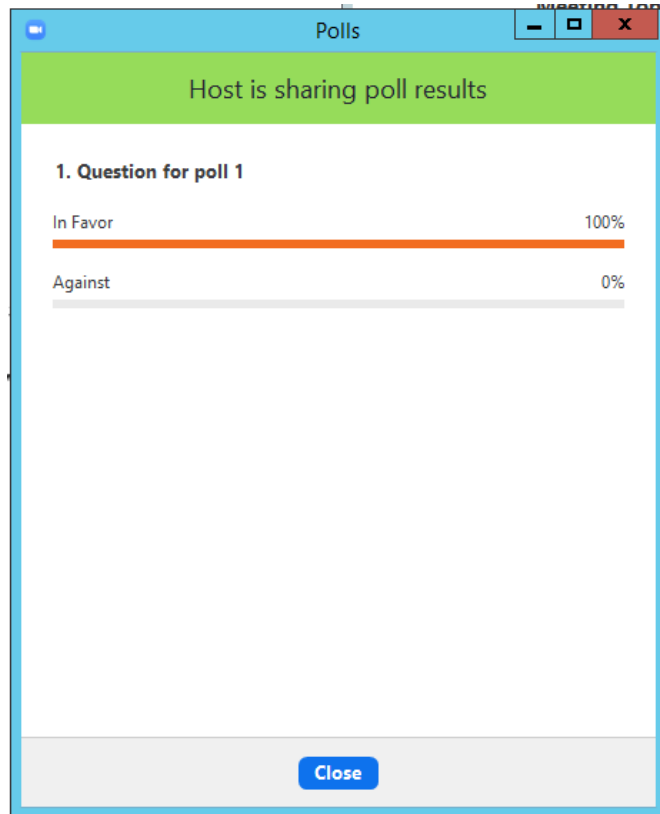
27. This will pop up on your screen like in the image below:



The image shows a screenshot of a web-based poll interface. At the top, there is a blue header bar with the word "Polls" and standard window control buttons (minimize, maximize, close). Below this is a green header bar with the text "Poll 1 for guide". The main content area has a white background and contains the following elements: "1. Question for poll 1" followed by two radio button options: "In Favor" and "Against". At the bottom of the form is a grey button labeled "Submit".

28. You will be able to "click" on an option you would like and then click on "submit" which will light up in blue once you have chosen an option.

29. During the meeting the host may provide the results of the poll which will appear like in the image below:



If you require any technical assistance please contact Chris Huxley-Briand on: [chuxley@collaw.edu.au](mailto:chuxley@collaw.edu.au)  
Ph: 02 9965 7030