

ONLINE MEMBERS MEETING GUIDE 2021

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 access the meeting:

Visit web.lumiagm.com/374720890 on your computer, tablet or smartphone. You will need the latest version of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

Meeting ID: 374720890

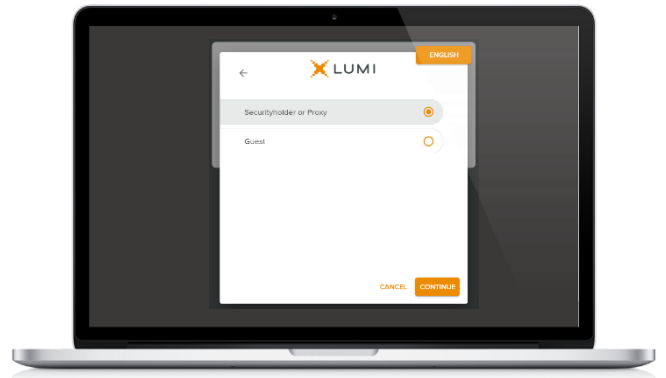
To login you must have your **username** and **password**

The website will be open and available for log in from **10:00am (AEDST),
Wednesday, 6th October 2021**

ACCESS

The 1st page of the platform will ask you accept the T&C's.

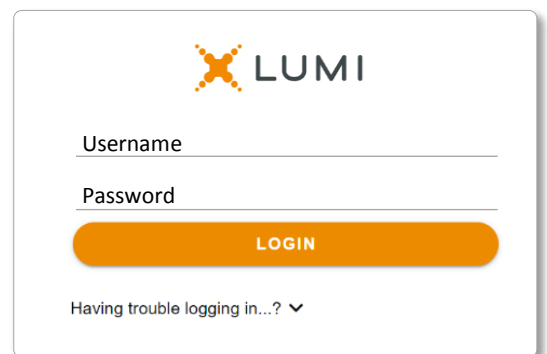
You will then be taken to the login page.



CREDENTIALS

Members/Guests

Enter your **Username** and **Password** provided to you by the College of Law.

A screenshot of the LUMI login page. It features the LUMI logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A prominent orange 'LOGIN' button is positioned below the password field. At the bottom of the page, there is a link that says 'Having trouble logging in...?' followed by a downward-pointing chevron icon.

NAVIGATION

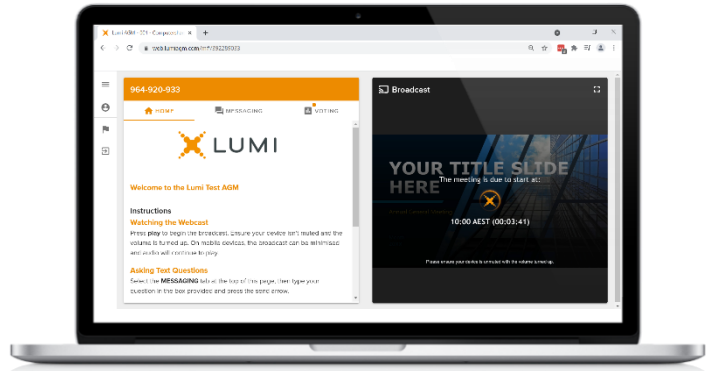
Once successfully authenticated, the home page will appear. You can view meeting instructions, ask questions and watch the webcast.

If viewing on a computer the webcast will appear at the side automatically once the meeting has started.

On a mobile device, select the broadcast icon at the bottom of the screen to watch the webcast.



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.



Desktop / Laptop users can watch the webcast full screen, by selecting the full screen icon.



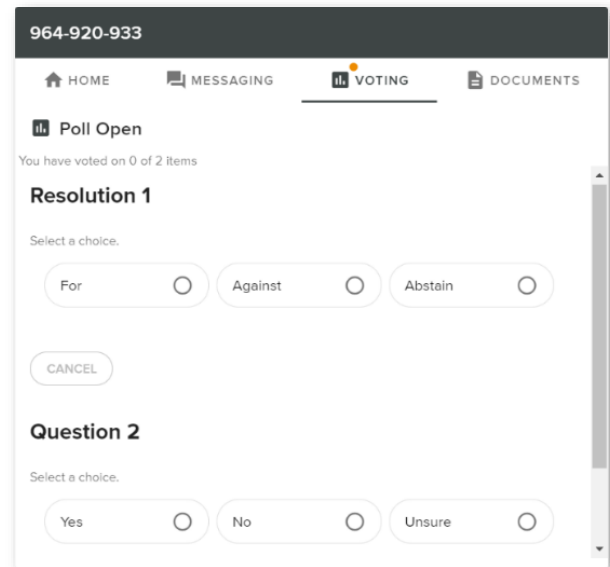
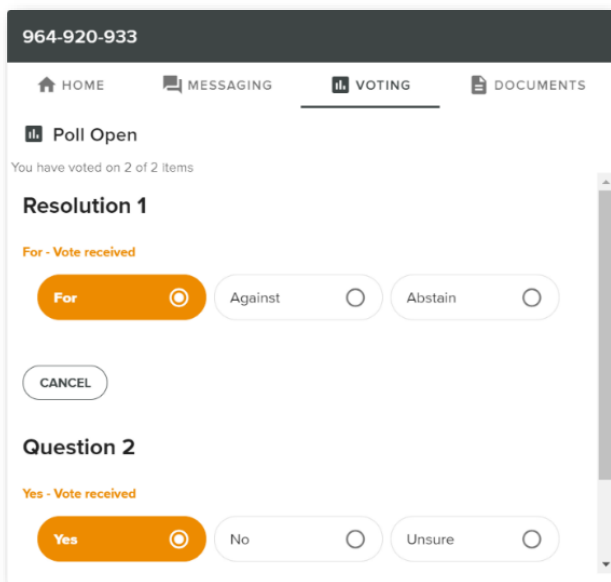
To reduce the webcast to its original size, select the X at the top of the broadcast window.

VOTING

The Chair will open voting on all resolutions at the start of the meeting. Once voting has opened, the voting tab will appear on the navigation bar.



Selecting this tab will open a list of all resolutions and their voting options.



To vote, simply select your voting direction from the options displayed on screen. Your selection will change colour and a confirmation message will appear.

To change your vote, simply select another option. If you wish to cancel your vote, please press cancel.

There is no need to press a submit or send button. Your vote is automatically counted.

Voting can be performed at any time during the meeting until the Chair closes the poll.

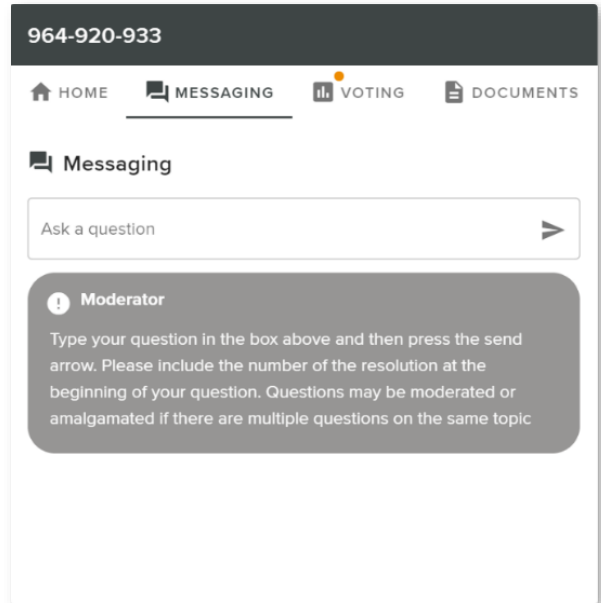
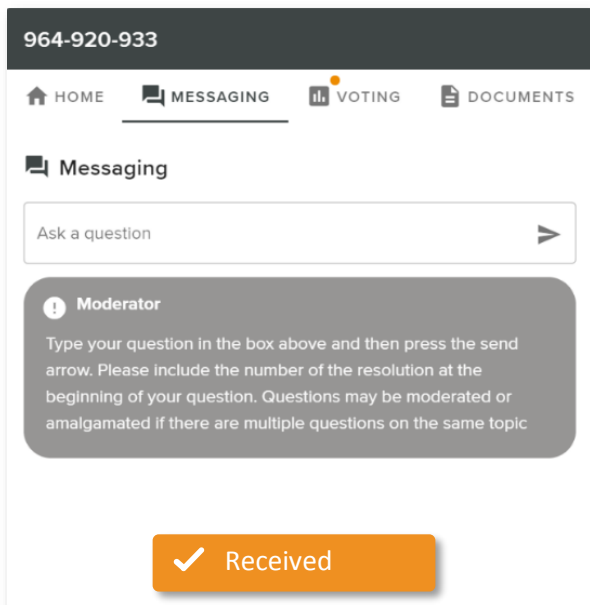
TEXT QUESTIONS

Any member or appointed proxy is eligible to ask questions.

If you would like to ask a question. Select the messaging tab.



Messages can be submitted at any time from the start of the meeting, up until the Chair closes the Q&A session.



Select the “Ask a Question” box and type in your message.

Once you are happy with your message, select the send icon.



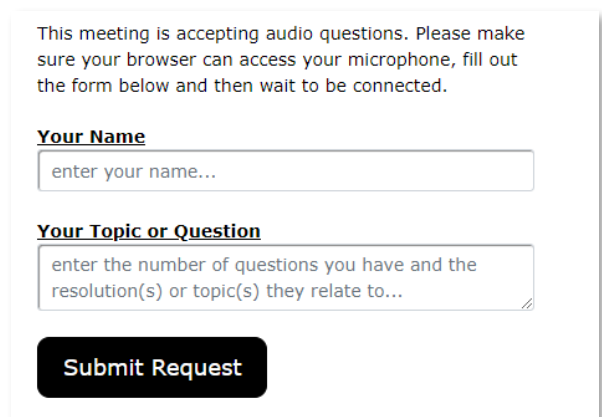
Questions sent via the Lumi platform may be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language.

AUDIO QUESTIONS

An audio questions line is available to members and appointed proxy holders.

To use this service, **pause the broadcast** before clicking on the link under **“Asking Audio Questions”**. A new page will open, as shown on the right. Please enter the requested details and click **“Submit Request”** to join the audio questions queue.

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



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