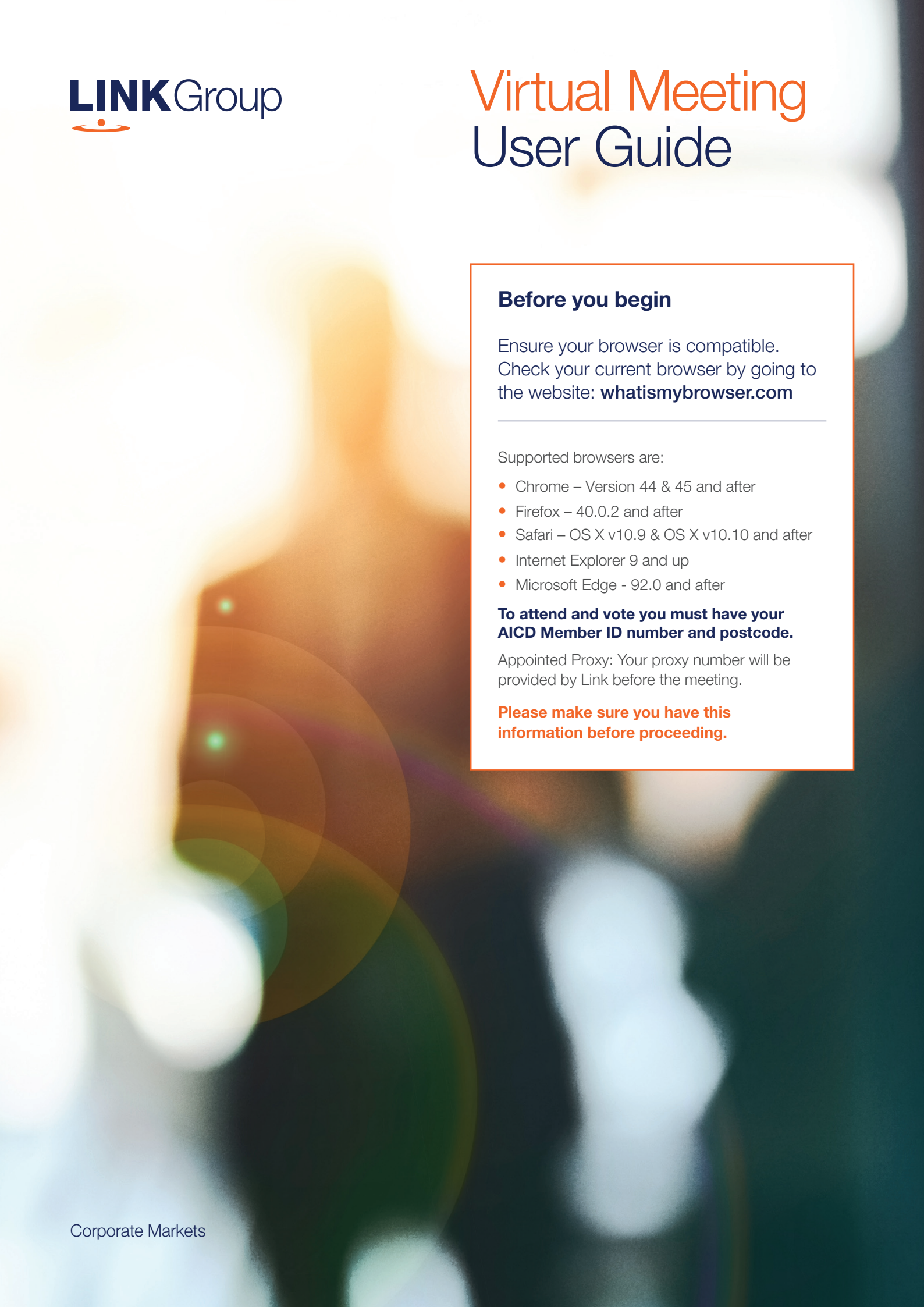
LINK Group

# Virtual Meeting User Guide



## Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **whatismybrowser.com**

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer 9 and up
- Microsoft Edge - 92.0 and after

**To attend and vote you must have your AICD Member ID number and postcode.**

Appointed Proxy: Your proxy number will be provided by Link before the meeting.

**Please make sure you have this information before proceeding.**

Corporate Markets

# Virtual Meeting User Guide

## Online Participation

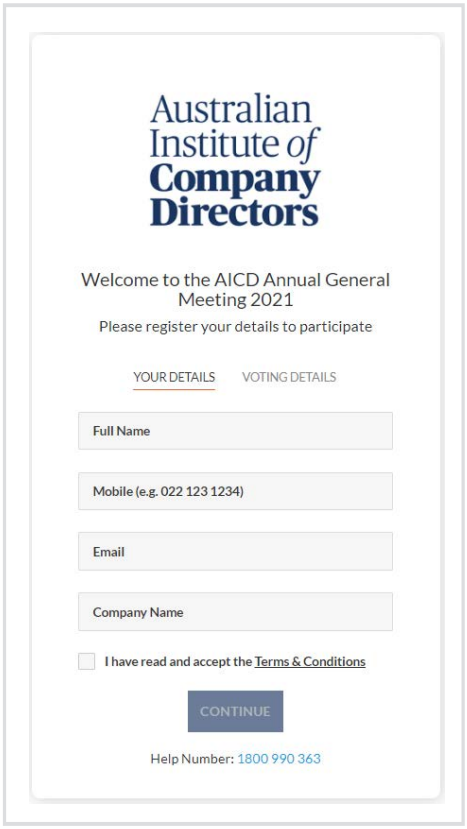
### Step 1

Open your web browser and go to https://agmlive.link/AICD21

Login to the online portal using your full name, mobile number, email address and company name (if applicable).

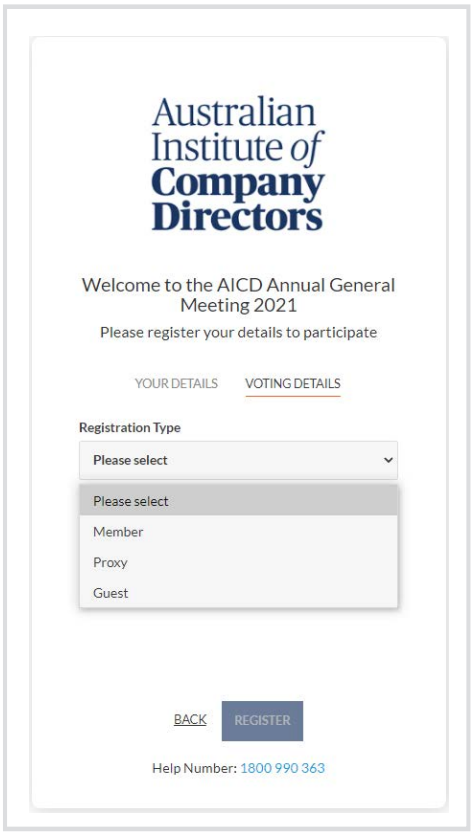
To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **'Continue'** button.




### Step 2

Select your **'Registration Type'** from the drop-down box by choosing – Member, Proxyholder or Guest.



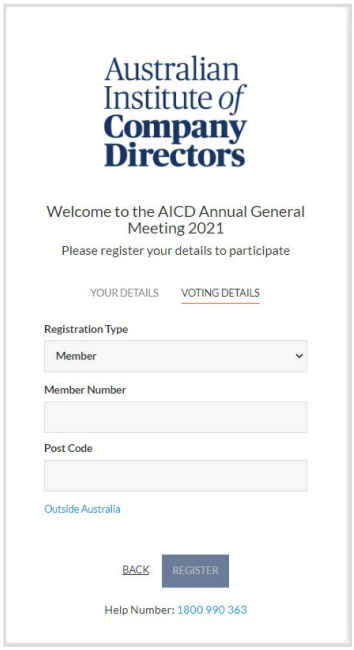
## Step 3

Follow the instructions below that correspond to the **'Registration Type'** you selected in Step 2.

### Member

At 'Registration Type' select **'Member'** from the drop-down box. Enter your Member Number and postcode.

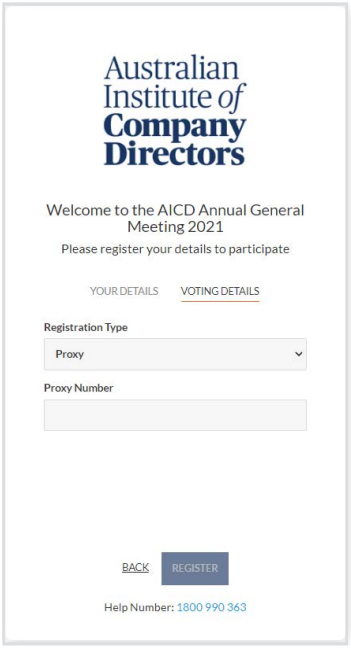
Click the **'Register'** button.




### Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box. Enter the Proxy Number issued by Link.

Click the **'Register'** button.




## Navigating

Once you have registered in you will see:

- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting.

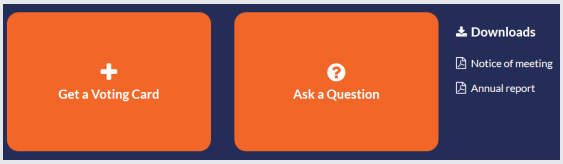
**Note:** After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

At the bottom of the webpage under the webcast and presentation there are three boxes. Refer to each section below for operating instructions.

4 Get a voting card

5 Ask a Question

6 Downloads

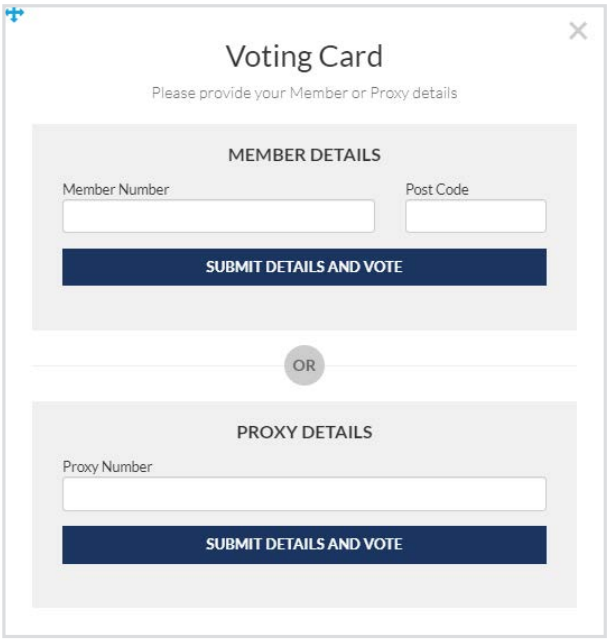


# Virtual Meeting User Guide *continued*

## 4. Get a voting card

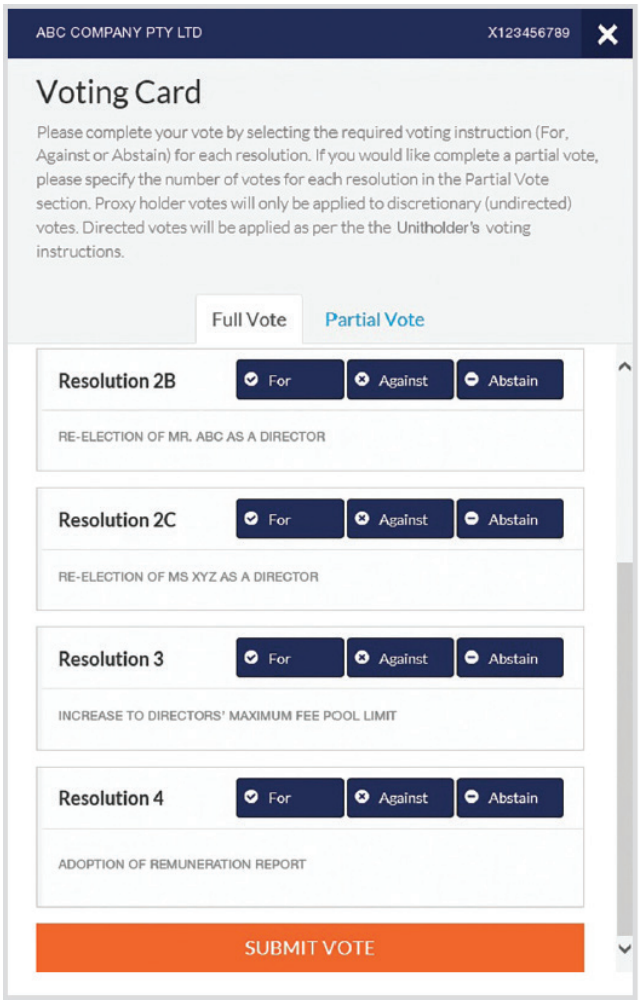
If you have logged in as a Member or Proxyholder, your voting card will appear with all of the resolutions to be voted on by Members or Proxyholders at the Meeting (as set out in the Notice of Meeting). You only need to click on "Get a Voting Card" if you are both a Member and a Proxyholder. You will then be required to enter your Member number and Postcode or Proxyholder Number.

If you have multiple votes to register (as a Member and Proxyholder) click on the **'Get a Voting Card'** button.




If you are a Member, you will need to register and provide validation by entering your Member ID number and postcode.

If you are an appointed Proxy, please enter the Proxy Number issued by Link in the PROXY DETAILS section. Then click the **'SUBMIT DETAILS AND VOTE'** button.




## Voting

To submit a vote on a resolution click on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click on the **'Submit Vote'** button.

**Note:** You can close your voting card without submitting your vote at any time while voting remains open.

The voting card will appear on the bottom left corner of the webpage. The message **'Not yet submitted'** will appear at the bottom of the page.

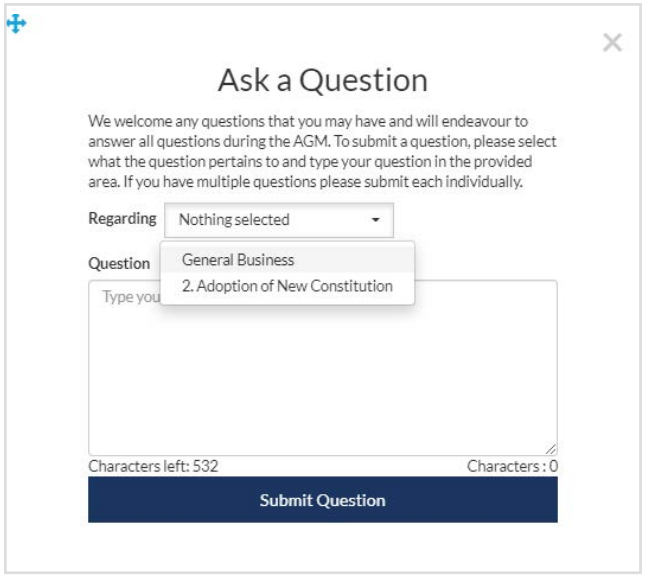
You can edit your voting card at any point while voting is open by clicking on **'Edit Card'**. This will reopen the voting card with any previous votes made.

## 5. How to ask a question

**Note:** Only Members are eligible to ask questions.

To ask a question, click on the **'Ask a Question'** box either at the top or bottom of the webpage.

The **'Ask a Question'** box will then pop up with two sections for completion.



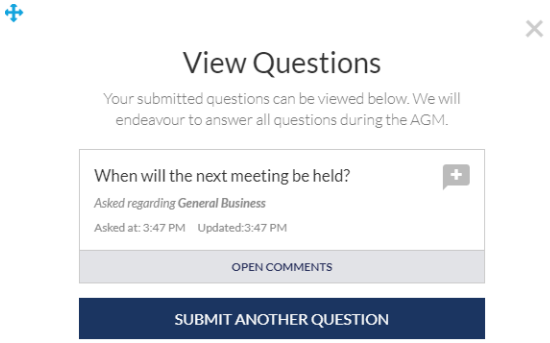

In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

Click in the **'Question'** section and type your question and click on **'Submit Question'**.

A **'View Questions'** box will appear where you can view your questions at any point. Only you can see the questions you have asked.

If your question has been answered and you would like to exercise your right of reply, you can do so by submitting another question.

The Chair will endeavour to answer all questions during the Meeting.




## 6. Downloads

View relevant documentation in the Downloads section.

## 7. Voting closing

The Chair will advise during the meeting when the poll will be closed.

A red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time. If you have not submitted your vote, you should do so now.

# Phone Participation

## What you will need

a) Land line or mobile phone

b) The name of the company ("AICD") and AICD member ID number

c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363 by 5:00 pm on 16 November 2021.

## Joining the Meeting via Phone

### Step 1

From your land line or mobile device, call:

- Australia Toll Free: 1800 941 125
- International: +61 2 9189 8865

### Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to provide your **PIN** by the moderator. This will verify you as a Member and allow you to ask a question on the resolutions at the Meeting.

### Step 3

Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note: If your membership cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to ask a question.

### Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

## Asking a Question

### Step 1

When the Chair calls for questions, you will be asked to **press *1** on your keypad should you wish to raise your hand and ask a question.

### Step 2

Please advise if your question relates to an item of business or General Business. The moderator will make a note and ask if you have any additional questions.

### Step 3

When it is your time to ask your question, the moderator will introduce you to the meeting, your line will be unmuted and you can then start speaking.

Note, if at any time you no longer wish to ask your question, you can lower your hand by **pressing *2** on your key pad. If you also joined the Meeting Online, we ask that you mute your laptop, desktop tablet or mobile device while you ask your question.

### Step 4

Your line will be muted once your question has been answered.

## Voting

**Members cannot vote by telephone and can only vote online during the meeting (refer to page 4 of this guide).**

## Contact us

**Australia**
T +61 1800 990 363
E info@linkmarketservices.com.au