

MEETING INFORMATION

The AGM is being held via a 'Zoom' webinar at 5:00pm on Wednesday 27 October 2021.

You can access Zoom from your computer via your usual web browser (e.g. Internet Explorer, Google Chrome) or you can download the Zoom app on your smartphone or other smart device, prior to the meeting.

If you do not have access to a computer or smart device or would prefer not to use this technology, you can join via telephone and listen to the audio only.

Please see relevant instructions below.

Preparation:

- To access the AGM digital meeting please ensure that you have your current email address on file with us. If you are unsure you can email memberships@rspcavic.org.au to register your email address.
- In the lead up to the AGM you will receive an email with a link to the Zoom webinar and information such as the meeting ID number and passcode.

Joining the webinar:

1. On the day of the meeting just prior to 5:00pm **click on the link** provided via email. You will be taken to Zoom on your web browser or via the app you have downloaded on your smart device.
2. You will need to enter the meeting passcode **949527** and click 'OK'
3. You will need to enter your name and email address to attend the meeting.
4. You will then be able to 'attend' the meeting and view and listen to the speakers and presentations and ask questions via the 'Q&A' chat function on your screen.

Joining via telephone only:

1. On the day of the meeting just prior to 5:00pm dial **(03) 7018 2005**.
2. You will need to enter the meeting ID using your telephone keypad, followed by the # (hash) symbol.
3. The Meeting ID is: **890 4829 8294**.
4. The recording will ask you to "enter your participant ID, or otherwise just press # to continue".
5. Please press # to continue - you do not need to enter a participant ID.
6. You will then need to enter the meeting passcode followed by the # symbol.
7. The meeting passcode is: **949527**.
8. You will then be able to 'attend' the meeting and listen to the audio only.

If you have any questions or concerns our friendly Memberships Team are happy to assist. You can reach them on (03) 9224 2538.