

## 2020 Annual General Meeting (AGM) – Zoom Guide

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### Purpose

Due to the ongoing COVID-19 pandemic, the YWCA Australia AGM will be held virtually via Zoom. The below information outlines how YWCA members can participate in the AGM.

### Steps to participating in the 2020 Annual General Meeting

#### Registration

To join this years 2020 Annual General Meeting, follow the below steps:

1. Go to the YWCA AGM webpage <https://www.ywca.org.au/2020agm/>
2. Scroll down and click the purple button 'Register to attend the AGM'
3. You will be redirected to the Zoom registration page
4. Complete the details on the screen and press Register.  
*Note: it is mandatory that you are a member in order to participate in the AGM.*
5. Once you have pressed register, the page will update and there will be a line at the top of the page acknowledging your registration.

#### Joining the session

To help mitigate any security risks or unwanted sharing of the AGM Zoom link, the link to the live Zoom session will be sent within 24 hours of the AGM start time.

To ensure all attendees are confirmed as Members, please note that dialling in via phone is not an option for this webinar. There are two ways to join the session.

#### 1. Joining via a computer

This is an easy way to join the AGM Zoom session.

- a. Click on the link in the email sent to you. This will direct you to the Zoom waiting room.
- b. You will be asked to enter a passcode for the session, you will find this in the email sent to you with the Zoom link.
- c. It's important that your display name matches your actual name. The YWCA team will be manually admitting people into the AGM, and to ensure the room is secure for Members, we will only be allowing confirmed Members to enter the session.
- d. One of the YWCA Australia team will admit you to the AGM when we are ready to start.
- e. As this is a webinar and not a meeting, your video and microphone will be turned off.

#### 2. Joining via the Zoom app:

This is an easy way to join the AGM Zoom session.

- a. Open/download the Zoom app to your mobile or tablet.
- b. Click 'Join a Meeting.'
- c. Enter Meeting ID (this can be found in the email sent to you within 24 hours before the start of the AGM)
- d. Ensure your display name matches your full name.
- e. Press Join
- f. Enter Passcode (passcode can be found in the email)
- g. As this is a webinar and not a meeting, your video and microphone will be turned off.

### 3. Issues on the day

If you have any issues joining the AGM on the day, please contact the YWCA team at [giving@ywca.org.au](mailto:giving@ywca.org.au)

## Asking questions

Throughout the AGM, you will have the option to ask questions if you have joined by a computer or the app. If joining by calling in, you will not be able to ask any questions.

To ask question, click on the Q&A button at the bottom of the screen. You will then have the ability to type a question in to the question box. The team will endeavor to answer all questions, and will do so by either a speaker answering the question during the session, or a facilitator replying to the questions by typing in the Q&A box.

## Zoom bombing

YWCA has taken several measures to ensure the risks of Zoom bombing or non-Members joining are mitigated.

In the event that an uninvited person does gain access to the AGM, this person will be removed from the session by the facilitators. We also reserve the right to remove disruptive members after providing a first warning.