

## 2021 Annual General Meeting (AGM) – Zoom Guide

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### Purpose

Due to the ongoing COVID-19 pandemic, the 2021 YWCA Australia AGM will be held virtually via Zoom. The below information outlines how attendees can participate in the AGM. Unlike last year, this year's AGM will be held as a Zoom Meeting, instead of a Zoom Webinar, to better facilitate participation. This means you will be able to see other attendees and ask questions during the designated Q&A session.

### Steps to participating in the 2021 Annual General Meeting

#### Registration

To join this year's 2021 Annual General Meeting, follow the below steps:

1. Go to the YWCA AGM webpage <https://www.ywca.org.au/2021-annual-general-meeting>
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'. If you are a Member, please register with the email address associated with your membership.
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

Please join the Zoom session at 5.15pm AEDT so we can start the AGM as close to 5.30pm as possible.

To ensure all attendees admitted to the session are registered, dialling in via phone is not an option as we aren't able to verify the identity of the person. There are two ways to join the session:

#### 1. **Joining via a computer**

- 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 attendees, we will only be allowing confirmed attendees to enter the session.
- d. One of the YWCA Australia team will admit you to the AGM when we are ready to start.
- e. Please ensure your microphone is turned off when joining the session. An opportunity to ask questions will be available during the Q&A session toward the end of the AGM. If you would like to ask a question, please raise your hand on Zoom (there is a button to do this) and turn your microphone on only when you are invited to so as not to disrupt the flow of the meeting.
- f. The 2021 AGM will be recorded for redistribution purposes. It is at your discretion whether your camera is turned on or off.

## 2. Joining via the Zoom app

- 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. Please ensure your microphone is turned off when joining the session. An opportunity to ask questions will be available during the Q&A session toward the end of the AGM. If you would like to ask a question, please raise your hand on Zoom (there is a button to do this) and turn your microphone on only when you are invited to so as not to disrupt the flow of the meeting.
- h. The 2021 AGM will be recorded for redistribution purposes. It is at your discretion whether your camera is turned on or 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

To ensure the flow of the meeting, there will be an opportunity for members to ask spoken questions during a Q&A session at the end of the meeting. However, you can type your questions into the Q&A function at any time. The team will endeavour to answer all questions and will do so by either a speaker answering the question during the Q&A session, or a facilitator replying to the questions by typing in the Q&A dialogue box.

Don't forget, you can ask questions of the Board, Executive and the Auditor beforehand by sending them to Kate O'Donohue, the Company Secretary, on [companysec@ywca.org.au](mailto:companysec@ywca.org.au).

## Zoom bombing

YWCA has taken several measures to ensure the risks of Zoom bombing 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.