

## **Meeting & Attendance Instructions**

Registration for Zoom attendance is essential [HERE](#). Please ensure you [download the zoom app](#) prior to the meeting as it is required for voting.

If you are attending as a proxy, please vote according to the instructions provided on the proxy form.

**Note: Only current Arc Members (or their proxies) may attend the EGM.**

### **Participating In Person:**

1. Arrive by 9.45AM for a 10AM start.
2. An Arc staff member will confirm your Arc membership.
3. The Chair will open the meeting when quorum is reached and update attendees accordingly.
4. Please do not leave until the meeting has concluded.
5. The Chair will call for questions in the room.
6. The motions (per the Notice) will be read by the Chair.
  - You will be able to vote FOR, AGAINST or ABSTAIN via a show of hands.
  - Please keep your hand raised until counting has concluded for each motion.

### **Participating Online:**

1. Ensure that you have [registered in advance](#) and downloaded the Zoom APP.
2. An email from Zoom containing the meeting link will be sent when registration is approved. Do not forward this link to others.
3. Join the meeting [via the Zoom APP](#). Attendees will not be able to participate in the voting component of the meeting if joining Zoom via web browser.
4. Join the meeting by 9.45AM for a 10AM start.
5. The Chair will open the meeting when quorum is reached and update attendees accordingly.
6. Please do not leave until the meeting has concluded.
7. You may type questions in the Q&A section of Zoom.
  - Questions will be addressed by the Chair, or answered by Staff if appropriate
  - Anonymous questions will not be available.
8. The motions will appear as separate polls, with the option to vote FOR, AGAINST, or ABSTAIN.
  - Ensure that you click 'SUBMIT' after voting.