

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
- Edge – 92.0 and after

To attend and ask questions 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.

Virtual Meeting User Guide

Online Participation

Step 1

Open your web browser and go to <https://meetings.linkgroup.com/AICD23>

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.

Australian Institute of Company Directors

Welcome to the AICD Annual General Meeting 2023

Please register your details to participate

YOUR DETAILS

LOGIN DETAILS

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

☐ I have read and accept the [Terms & Conditions](#)

CONTINUE

Help Number: [1800 990 363](#)

Step 2

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

Australian Institute of Company Directors

Welcome to the AICD Annual General Meeting 2023

Please register your details to participate

YOUR DETAILS

LOGIN DETAILS

Registration Type

Please select

Please select

Member

Proxy

Guest

[BACK](#)

REGISTER

Help Number: [1800 990 363](#)

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 AICD Member ID Number and postcode. Click the **'Register'** button.

The screenshot shows the registration page for the Australian Institute of Company Directors. The header includes the logo and the text 'Welcome to the AICD Annual General Meeting 2023'. Below this, it says 'Please register your details to participate'. There are two tabs: 'YOUR DETAILS' and 'LOGIN DETAILS'. The 'Registration Type' dropdown menu is set to 'Member'. Below this are input fields for 'Member ID Number' and 'Post Code'. At the bottom, there is a 'BACK' button and a 'REGISTER' button. A link for 'Outside Australia' is also present. At the very bottom, the help number '1800 990 363' is displayed.

Proxyholder

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

The screenshot shows the registration page for the Australian Institute of Company Directors. The header includes the logo and the text 'Welcome to the AICD Annual General Meeting 2023'. Below this, it says 'Please register your details to participate'. There are two tabs: 'YOUR DETAILS' and 'LOGIN DETAILS'. The 'Registration Type' dropdown menu is set to 'Proxy'. Below this is an input field for 'Proxy Number'. At the bottom, there is a 'BACK' button and a 'REGISTER' button. At the very bottom, the help number '1800 990 363' is displayed.

Navigating

Once you have logged in you will see:

- On the left – a live webcast of the Meeting starts automatically once the meeting has commenced. If the webcast does not start automatically please press the play button and ensure the audio on your computer or device is turned on.
- 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 two boxes. Refer to each section below for operating instructions.

4 Ask a Question

5 Downloads

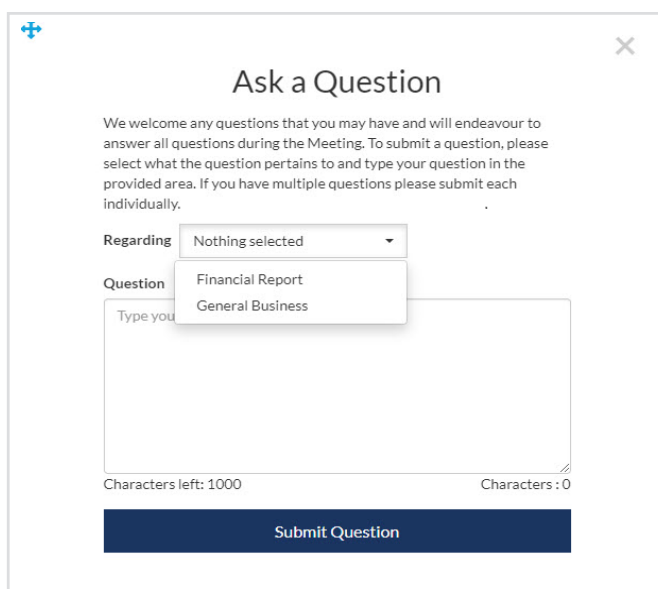
The screenshot shows the bottom navigation area of the webpage. On the left, there is a dark blue button with a question mark icon and the text 'Ask a Question'. On the right, there is a light blue section titled 'Downloads' with a download icon. Below the title, there are two links: '2023 AGM Notice of Meeting' and 'Annual Report', each with a document icon.

4. How to ask a question

Note: Only verified Members and Proxyholders are eligible to ask questions.

You will be prompted to enter your member number or proxy details before you can ask a question. 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.



The 'Ask a Question' dialog box features a title bar with a close button (X). The main content area includes a welcome message: 'We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.' Below this, there are two sections: 'Regarding' with a dropdown menu currently showing 'Nothing selected', and 'Question' with a text input field. A dropdown menu is open under 'Question', showing 'Financial Report' and 'General Business'. The text input field has a placeholder 'Type your question here'. At the bottom left of the input field, it says 'Characters left: 1000' and at the bottom right, 'Characters : 0'. A dark blue 'Submit Question' button is at the bottom center.

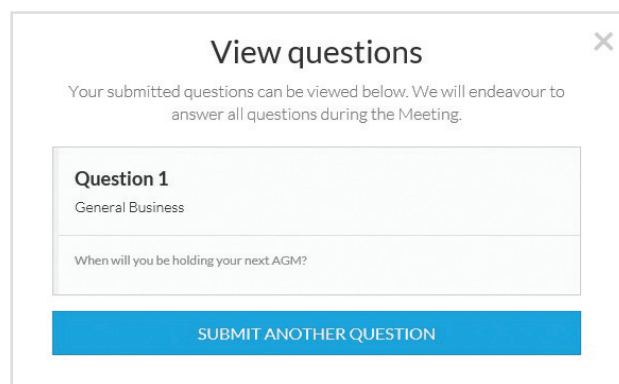
In the **'Regarding'** section click on the drop down arrow and select the category for your question.

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 submit another question.

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



The 'View questions' dialog box has a title bar with a close button (X). The main content area starts with a message: 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' Below this is a box for 'Question 1' with the category 'General Business' and the question text 'When will you be holding your next AGM?'. At the bottom is a blue button labeled 'SUBMIT ANOTHER QUESTION'.

5. Downloads

View relevant documentation in the Downloads section.

Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name of the company (AICD) and your AICD Member ID Number
- c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363 by 5.00pm Sydney time (AEDT) on Wednesday 29 November 2023.

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call:

- Australia Toll Free: 1800 875 033
- International: +61 2 9189 8867

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 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 Chairman calls for questions or comments on each item of business **press *1** on your keypad for the item of business that your question relates to.

If at any time you no longer wish to ask a question or make a comment you can lower your hand by **pressing *2** on your keypad.

Step 2

When it is your time to ask your question or make a comment, the moderator will introduce you to the meeting, your line will be unmuted and you will be prompted to speak.

If you have also joined the Meeting online, please mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other members.

Step 3

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

Contact us

Australia

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