Virtual meeting guide for IITPSA members

How to access the virtual meeting

1. In order to participate and vote in the AGM, each user must have an internet-enabled device (phone, laptop, desktop) capable of browsing to a regular website.
2. The IITPSA Notice of AGM and the AGM event on the IITPSA website both contain the registration link to allow you to register for the virtual AGM.
3. Once you have completed the registration form and our moderators have approved your registration, you will receive an email invitation to the meeting, which contains the meeting ID and password.
4. Click on the Link and you will be directed to the meeting platform.
5. An additional unique link will be sent, individually, to each Voting Member in good standing who has registered for the AGM and who has successfully been validated to vote at the meeting.
6. Guests will only be allowed to observe and listen to the proceedings of the meeting.

Navigating the meeting platform

1. Members who would like to pose questions, please click on the Q & A icon on the bottom of your screen, to ask your question.
1. If you have a question on a particular resolution, please type your name, the resolution number, followed by your question and press enter or send.
2. Alternatively, if you would like to address the meeting directly, please click on the raise your hand icon. Once the chairperson has identified you, your microphone will be un-muted, and you will be able to address the meeting.

How to exercise your votes

1. All Voting Members in good standing, or their proxies, who have registered and have been approved to vote, would have received a link from Digital Cabinet to either their phone number or email address.
2. The voting will be available on all the resolutions when the chairman opens the meeting.
3. Please click on the **vote now** link and it will direct you to the voting platform.
4. You will notice that the voting platform contains all the resolutions which have been published in the notice of meeting, with your votes automatically defaulted to Abstain.
5. Please note – Once you click submit, your votes cannot be retracted and re-voted.
6. You may vote on all the resolutions simultaneously by defaulting all your votes as either "For" or "Against" or keeping it as an "Abstained" vote and then clicking on the submit button on the bottom of the electronic ballot form.
7. You may also indicate your votes individually, per resolution, by selecting the relevant option (For, Against or Abstain), on a resolution by resolution basis.
8. Once you have voted on all the resolutions, scroll down to the bottom of the page and click submit.
9. You will receive a message on your screen confirming that your votes have been received.
10. Once again, please ensure that you have selected the correct option on a resolution. Either, For or Against or Abstain before clicking the submit button.

You will only be able to access both the meeting platform and the voting platform, 10 minutes prior to commencement of the virtual meeting.