



## AUSTRALIAN WAR WIDOWS NSW LTD

# AGM CONNECTION INFORMATION

This year AWW NSW has partnered with online conference provider Vero to assist with the delivery of the AGM. Partnering with Vero will ensure that the AGM is delivered to a high standard and will streamline the logistics.

In order to attend the virtual AGM, you will need access to the internet, a computer or smart device such as a tablet or phone. The meeting itself will occur via Zoom. Your attendance and votes however will be registered through Vero's conference platform.

### **How to register your attendance**

For those members with an email address, Vero will send you an invitation to register directly. That invitation will contain a unique weblink which you will use to register your attendance at the AGM.

Registration opens online on 25 August 2021. Once logged in, simply select 'Yes' or 'No' to attending the meeting.

For those members who would prefer that we register your attendance directly with the conference provider please contact us on (02) 9267 6577.

### **Registering an online proxy**

You have the option to submit your proxy vote online, through the conference platform before the meeting. To do so, log in and note that you won't be attending in person. Then select who you would like to nominate as your proxy. If nominating another person other than the chair you will be required to type that person's name in the dropdown box that will appear. You will then have a choice to either instruct your proxy a certain way by checking the box and then selecting the 'Direct your Vote' button. Or you may choose to go with the direction of the nominated person by clicking straight on the 'Submit Proxy' button.

Of course, you don't have to register your Proxy this way. You can simply submit the hard copy form that we have already sent to you. That form needs to be with the Company Secretary by no later than 17 September 2021.

### **How to connect on the day**

If you have registered your attendance at the AGM, you will be emailed a link to the meeting by no later than Wednesday 22 September 2021. Simply click on that link or join the meeting following the other connection information that will be contained in the email.

### **How to use the conference platform on the day**

Live voting: the voting starts when the meeting Chair opens the poll unless otherwise stated. From your screen, you can see the resolutions and voting choices set.

Click on the vote tab. Select your option by clicking on your response to cast your vote for each question. You can change your vote at any time (while the voting period is open) by clicking 'Change'.



Your vote is logged once the tab turns **GREEN**. You do not need to do anything further; your vote has been counted.

Asking a question: To ask a question prior or during the meeting click the Q&A tab, start typing your question in the box and when done, click 'Submit'.

### **How to get help connecting to the platform and meeting**

If you have any questions or need assistance with the online process upon receiving an email from Vero, please contact Vero Voting via email [support@verovoting.com.au](mailto:support@verovoting.com.au) OR call 1300 702 898 between 8.30am—5.00pm Monday to Friday (Australian Western Standard Time).

You can also contact AWW NSW Digital Mentor, Diana Ferrao on (02) 9267 6577 or via [guild@warwidownsw.com.au](mailto:guild@warwidownsw.com.au).

## FREQUENTLY ASKED QUESTIONS

### **What can I do on the Vero platform?**

Vero has set up a secure platform specifically for AWWNSW and its members. You can log on to the portal at any time following receiving your email from Vero. Simply go to [www.verovoting.com.au](http://www.verovoting.com.au) and log in with the details provided to you by Vero. Once logged in you can:

- Register to attend the AGM
- View the documents and information regarding the AGM
- Submit questions prior or during the event via the Q&A tab
- Watch the AGM

### **If I don't have a computer or smart device, can I participate in the AGM?**

Yes, you can still engage with the AGM. You will be able to join in via telephone and you can also still have your vote counted and questions answered by completing and returning the hard copy forms sent to you with the notice of AGM.

### **What help can the Digital Mentor give me?**

Diana can help you build confidence in accessing the internet, using Zoom and the conference platform. Diana runs appointments over the telephone and walks you through how to engage with digital platforms.

### **When do I contact Vero and when do I contact AWW NSW?**

If in doubt, contact AWW NSW and we can direct you. However, if you are having trouble with the Vero site specifically including registering your attendance, accessing the meeting information or logging your votes then contact Vero. If you would like information about the meeting itself including on the agenda and how it will run, contact AWW NSW.



**Who is entitled to Vote at the AGM?**

Financial members of the company as at 20 August 2021 are entitled to vote at the AGM. They may vote on the day or via Proxy.

**Will there be anymore information/ instructions sent out to us?**

Yes, for those who want to attend on the day, we are working with Vero to develop step by step instructions for you. They will be made available to you as we get closer to the AGM. To request a copy of the instructions please email us on [guild@warwidowsnsw.com.au](mailto:guild@warwidowsnsw.com.au) or call us on 02 9267 6577. We have already included Zoom instructions in this information pack.