Annual General Meeting
November 17 2021
7pm

Protocol and procedures for attending by Zoom:

1. Pre-register for the meeting in advance at:
   https://us06web.zoom.us/meeting/register/tZIqduCqpz8tGtZH82yoAsSiBV78QyU6vqvX.
After registering, you will receive a confirmation email with information about joining the meeting.

2. It is suggested you download the Zoom application at https://Zoom.us/download before the day of the meeting. The free version is all that you will require. You may already have a subscription and a download which will work fine.

3. Shortly before **7 p.m. on November 17th**, click on the link you were given when you registered and you will be admitted to the "Waiting Room".

4. The Meeting Coordinator will admit you to the meeting from the Waiting Room. This may take a few moments depending on the number of registrants for the meeting. Please be patient.

5. You may leave the meeting at any time by clicking the appropriate button/icon.

6. The meeting will begin with a presentation from the guest speaker. To avoid unintended interruption and to optimize bandwidth, your microphone and video will be muted during this presentation by the Meeting Coordinator. All you will see on your screen is the icon of the guest speaker and any screen share, such as PowerPoint slides, he wishes to show.

7. You will be informed at the beginning of the meeting/presentation how questions will be handled.

8. During the presentation, you can use the "Chat" button/icon, and type any question or comment you may have. The Meeting Coordinator will attempt to consolidate the questions and pose them on your behalf to the Presenter at the conclusion of the presentation. Also the Meeting Coordinator will allow unmuting of microphones at the end presentation you may ask questions directly

9. During the business meeting presentations questions may be asked using the procedure outlined above (#8).