

# 2024 Annual Meeting of the Members

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This guide contains information to help you navigate the live meeting platform of the Annual Meeting of the Members. At any time, before or during the meeting, you may also contact the Royal College's Membership Services Centre for assistance at **1-800-461-9598** (toll-free).

## Tips

- You can access the platform from a smartphone, tablet, or computer. You will have the best experience if you use a computer.
- You will need the latest versions of Chrome, Safari, Edge or Firefox.
- The platform will open at 3pm EST. Please plan to join the meeting early to manage any connection issues.

## Join the live meeting

- Use your smartphone, tablet, or computer, and enter the following link in your **web browser** (not a Google search): <https://web.lumiagm.com/488879392>
- At the login page, enter the email (without any capital letters) you used to register for the meeting and your Royal College ID.
- Once you are in the platform, an information screen will be displayed.

## Watch the webcast




- To watch the webcast of the meeting, click the broadcast icon at the bottom of your screen.
- If you are using a computer, the webcast will appear on the right-hand side of the screen automatically once the meeting starts. If the webcast doesn't start automatically, please press play.
- Enable the audio on your device and unmute the webcast stream. You will hear music before the meeting starts.

## Access meeting documents



- Access the meeting documents by clicking on the document icon at the top of your screen.

## Ask questions during the meeting MESSAGING

- You can submit questions and comments at any time during the Q&A session up until the Chair closes the session.
- If you would like to ask a question or make a comment, click on the messaging icon at the top of your screen.
- Type your message in the Q&A box and then click  to submit.
- All questions asked and comments made will be displayed to the audience with your name.

## Vote during the meeting VOTING

*Reminder: Only Fellows can vote.*

- When the voting period opens, a voting window will automatically appear.
- Select your voting direction from the options shown on the screen. A confirmation message will display on the screen to show that your vote has been received.
- To change your vote, select another direction. If you wish to cancel your vote, press Cancel.
- If you navigate away from the vote while it is open, you can go back by clicking the voting icon at the top of your screen.
- Once the voting period closes, your vote will be final and cannot be changed.