

## **ANNEX A**

### **Administrative instructions for Zoom**

#### **Step 1: Register at the MGSAA website for the AGM**

Please register for the AGM event via our online registration form on our website at [www.mgsalumnae.com](http://www.mgsalumnae.com). To obtain your membership number, you will need to log in to the Members' Portal on our website. **The closing date for registration is Thursday, 18 June 2020 (2pm Singapore Time).**

The AGM will be conducted virtually with a 3<sup>rd</sup> party meeting software, Zoom.

#### **Step 2: Confirmation**

Once we have confirmed your event registration, an email will be sent to you with the Zoom meeting link on the day of the event.

Please do not share this link with others. They need to be registered individually.

When you click on the meeting invitation link, you will be prompted to either download the application or launch Zoom on your browser. Do download and install Zoom, if you have not done so. Please refer to this link for further details for a video tutorial on how to join a meeting on this platform.

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

#### **Step 3: Verification on 20 June 2020**

On 20 June 2020, the meeting will open half an hour earlier ie from 2:30pm to verify registered members to attend the meeting. Please log in using only 1 device with camera activated, so that we can identify you throughout the meeting.

Please check that your user name reflects your name and membership number so that this can be checked with our records. Eg "Tan Bee Leng 1234"

Duplicate logins will not be accepted. To ensure that only verified members attend the meeting, we will lock the meeting 15 minutes after the start of the AGM.

#### **Step 4: AGM proceedings**

Please note that the AGM proceedings may be recorded by the MGSAA Committee.

We request that members keep your microphone muted unless speaking, to minimise background noise.

If you wish to speak, please use the "raise hand" feature in Zoom or message one of the meeting's hosts.

Zoom polling may be used during the AGM. Please make your selection within 10 seconds for each poll.

If you have any queries relating to the AGM, please email us at [enquiries@mgsalumnae.com](mailto:enquiries@mgsalumnae.com)