

# ASA hybrid AGM

## 5.45pm, Tuesday, 22 May 2018

### Instructions

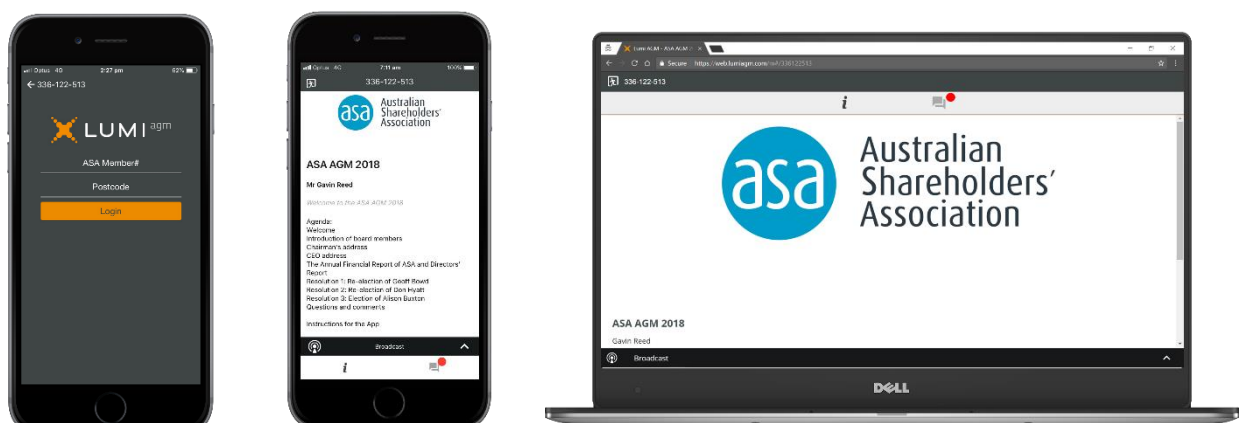
In order to participate at the AGM, members will need to download the AGM App onto their smartphone device. This is available in native app format (Android and iOS only) and can be downloaded from the Google Play Store™ Market or the Apple® App Store by searching by app name “Lumi AGM”.

Alternatively, Lumi AGM can be accessed using any web browser on a PC, tablet or smartphone device. To vote using this method, please go to <https://web.lumiagm.com>.



Once members have opened the ‘Lumi AGM’ app or accessed the web address from a PC, they will be prompted to enter a unique Meeting ID. The Meeting ID is **336-122-513**.

After entering the Meeting ID, members must enter a unique membership number and postcode. Your **ASA unique member number** is in the email ‘ASA AGM Notice of Meeting and registration’ sent to you on 19 April 2018. Your **Postcode** is your **postcode as recorded in our database**. When successfully authenticated, members will be directed to the home screen. The Home Screen displays the meeting name, the Meeting ID and your name.



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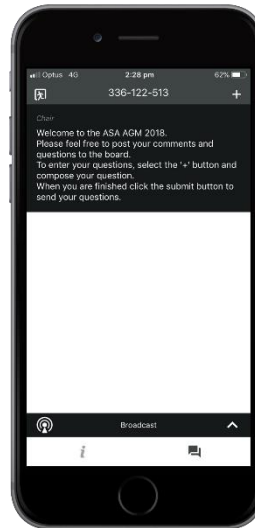
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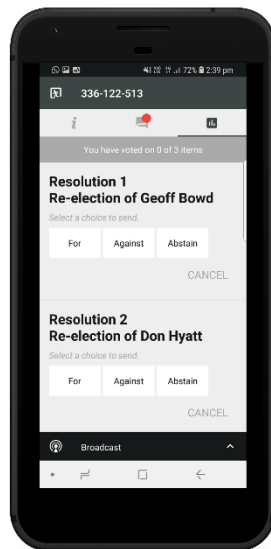
Within the home screen, you can select the 'Q&A' tab. Within the 'Messaging' tab, a member can submit their own question to the Chairman of the meeting.

To submit a question, a member should press the '+' button, compose their question and select the 'send' icon.

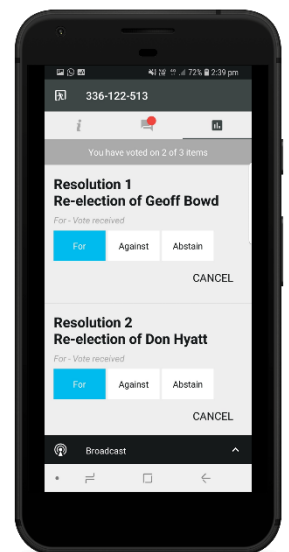
Confirmation that your message has been received will appear.



When the Chairman declares the polls open, the resolutions and voting choices will appear. Members are required to press the option corresponding with the way in which they wish to vote.



Once an option has been selected, the selection will appear in blue. If a member wishes to change their mind they can simply press their new vote or cancel their vote completely at any time before the Chairman closes the polls.



To activate the webcast, please click on the **Broadcast** bar at the bottom of the screen. If prompted you may have to click the play button in the window to initiate the broadcast.

Upon conclusion of the meeting the home screen will be updated to state that the meeting is now closed.

If you need assistance, please either call the ASA office on 02) 9252 4244 or email us at [share@asa.asn.au](mailto:share@asa.asn.au).

