How will it work?

The meeting will be held as a **Zoom webinar** and voting will be conducted through **Microsoft Forms**. Both tools are mobile compatible (tablet and phone) however we strongly recommend using a computer for a smoother experience.

What equipment will I need?

At a minimum you will need a computer, tablet or mobile with internet connection and audio capabilities. Audio out (speakers/headphones) is required however audio in (microphone) is optional as you can type questions into the webinar.

Voting while in the meeting will be easiest to do from a computer, or a combination of computer and mobile device. Using a mobile device only will be possible but is more difficult.

How do I access Zoom?

You will need to download the Zoom app. The app will be downloaded when you click the link to join the meeting and take a minute to install, however it is recommended to do this in advance by visiting zoom.us/download or the app store for your mobile device.

Is a Zoom meeting secure?

The rapid increase in remote working has seen a rise in the use of Zoom and recent negative press. Security updated have been installed, we have customised our enterprise security settings and additional approval measures have been put in place to ensure only appropriate people can access the meeting.

## Can I participate if I don't have internet available?

A landline conference dial-in number will be available, however if joining in this way you will only hear the audio and will not see the presentation or experience any additional interactive functionality of the webinar. This will make voting and asking questions more difficult and is not recommended unless you are an observer only who does not need to interact. If you plan to join by phone you must contact MCIcreditors@mcgrathnicol.com as soon as possible so that special voting arrangements can be made in advance and we can send you the meeting presentation in advance.

What information will I need ready for the meeting?

You will need your three digit voting ID number (issued via email).

Will I be able to ask questions?

Yes. All attendees will be muted upon entry to the meeting, however you can ask to speak at appropriate times using the options shown here. Webinar hosts can respond in writing or unmute you to speak (if you have a microphone available).

Raise Hand
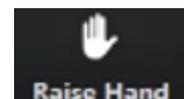
Can I invite other people to the meeting?

You should contact MCIcreditors@mcgrathnicol.com with details of anyone who wants to attend.

How do I join the meeting?

Click the link to join from a computer (preferred) or mobile device. If this is your first time using Zoom, you will be required to download and install the app before you can join. You can do this at any time in advance of the meeting by visiting zoom.us/download or the app store of your mobile device.

What if there is a technical issue during the meeting?

If you are experiencing technical issues, please let the McGrathNicol team know by typing a comment in the "Chat" box.
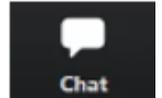
If there is a technical issue with the presenters, we will have to adjourn the meeting until the technical issue is resolved. This may mean that the meeting will have to be reconvened later that day, or on a separate day. We will send an email to all attendees letting them know when the reconvened meeting will commence.