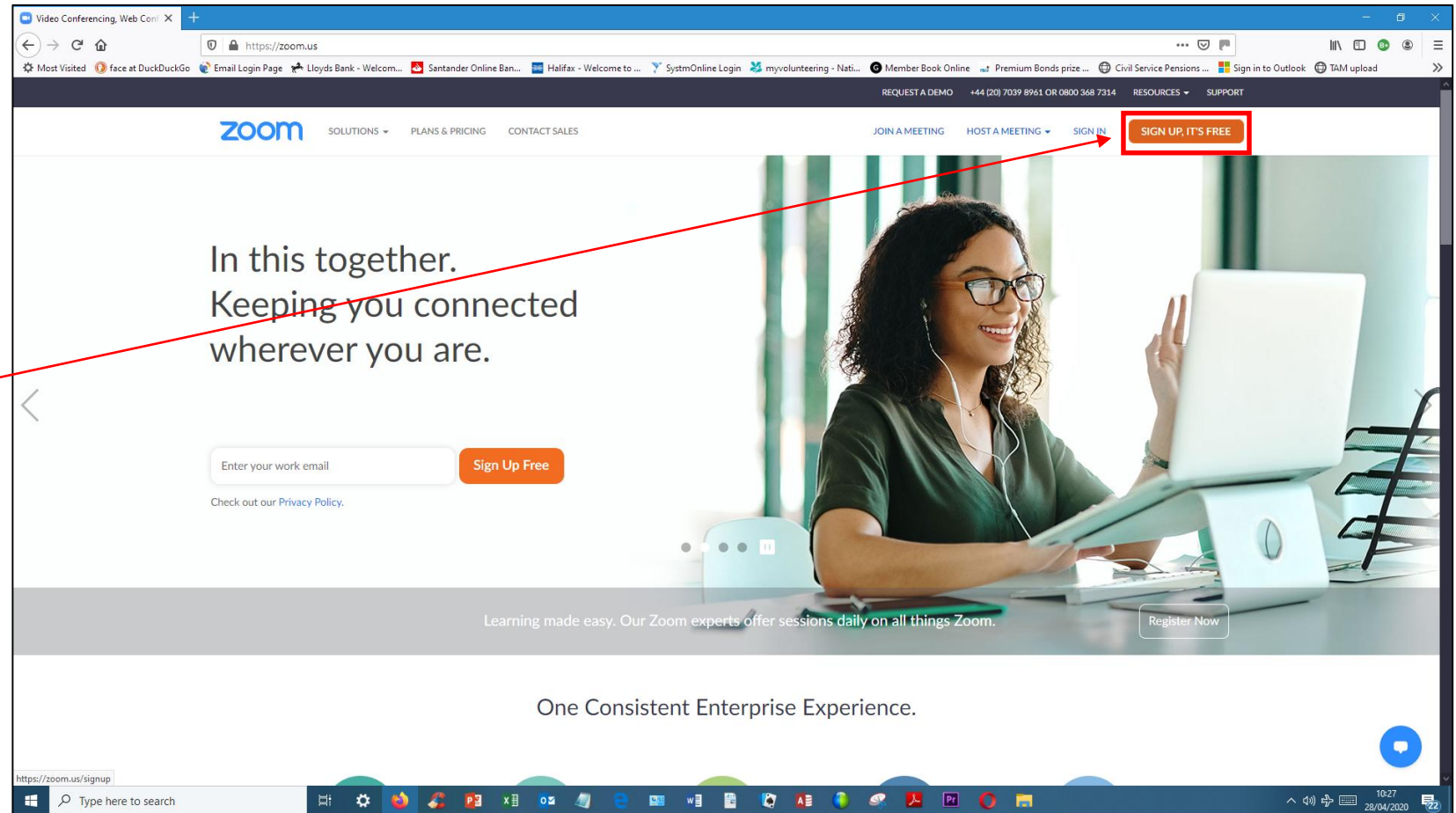


Sign up for Zoom meetings

If you have not already joined Zoom click here to go the website <https://zoom.us/>.

A screen similar to this will open. Click on 'Sign up, it's free'.

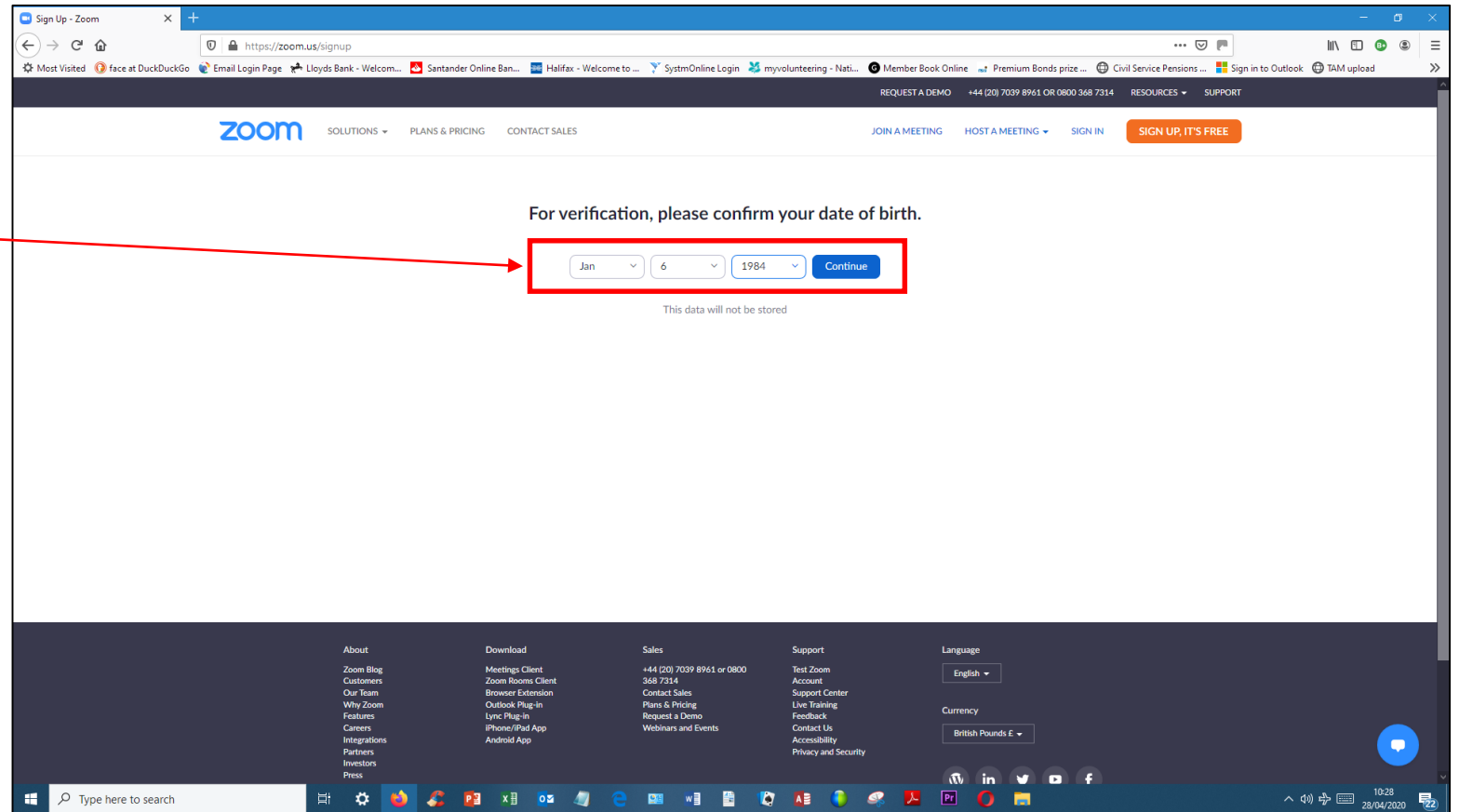


[If you already have used Zoom, click/tap here to go to instructions which apply on the day](#)

Sign up for Zoom meetings

You will be asked to enter your date of birth via dropdowns. This is a security process to ensure you are entering this as an individual.

The data is not kept.

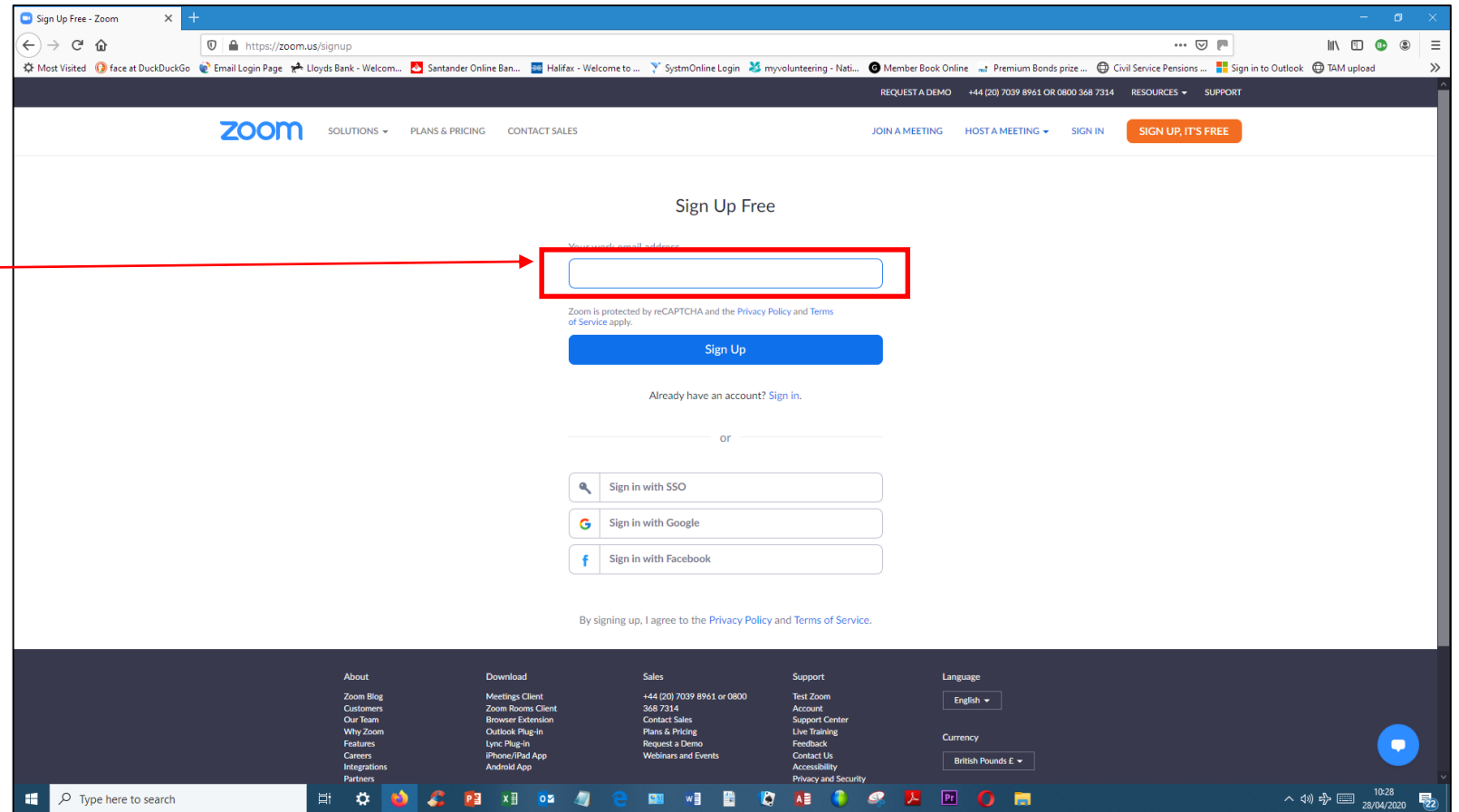


Sign up for Zoom meetings

Fill in the details on this screen and follow the instructions until you have completed the sign up.

You should then receive an email to activate your account.

Click on the link provided in the email.



The screenshot shows the Zoom sign-up page in a web browser. The browser's address bar displays "https://zoom.us/signup". The page header includes the Zoom logo and navigation links for "SOLUTIONS", "PLANS & PRICING", and "CONTACT SALES". On the right side of the header, there are links for "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a prominent orange button labeled "SIGN UP, IT'S FREE".

The main content area is titled "Sign Up Free" and features a form with the following elements:

- A text input field for an email address, which is highlighted with a red rectangular box. A red arrow points from the text on the left to this field.
- A blue "Sign Up" button.
- A link for "Already have an account? Sign in.".
- A separator line with the word "or" in the center.
- Three social sign-in options: "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook".
- A checkbox area with the text "By signing up, I agree to the Privacy Policy and Terms of Service."

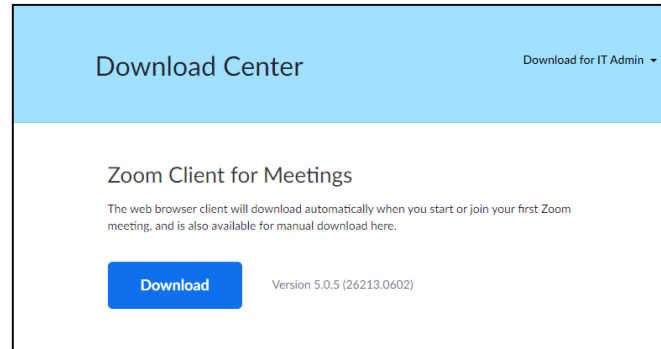
The footer of the page contains several columns of links: "About" (Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners), "Download" (Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-In, Lync Plug-In, iPhone/iPad App, Android App), "Sales" (+44 (20) 7039 8961 or 0800 368 7314, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events), "Support" (Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility, Privacy and Security), and "Language" (English, British Pounds £). A Windows taskbar is visible at the bottom of the browser window, showing the search bar and various application icons.

The next slide shows how to download the Zoom app to your tablet or computer.

Getting the Zoom app for your computer/tablet

1. You need a Zoom app:

For Windows click here https://zoom.us/download#client_4meeting You will get the latest update which has improved security.



For Android click here <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

For mac/Ipad click here <https://apps.apple.com/us/app/id546505307>

A smartphone is NOT suitable for watching the webinar. Use either a tablet or computer.

Chat

Chat: Open in-meeting chat allowing you to send messages, ask questions to the host and others.

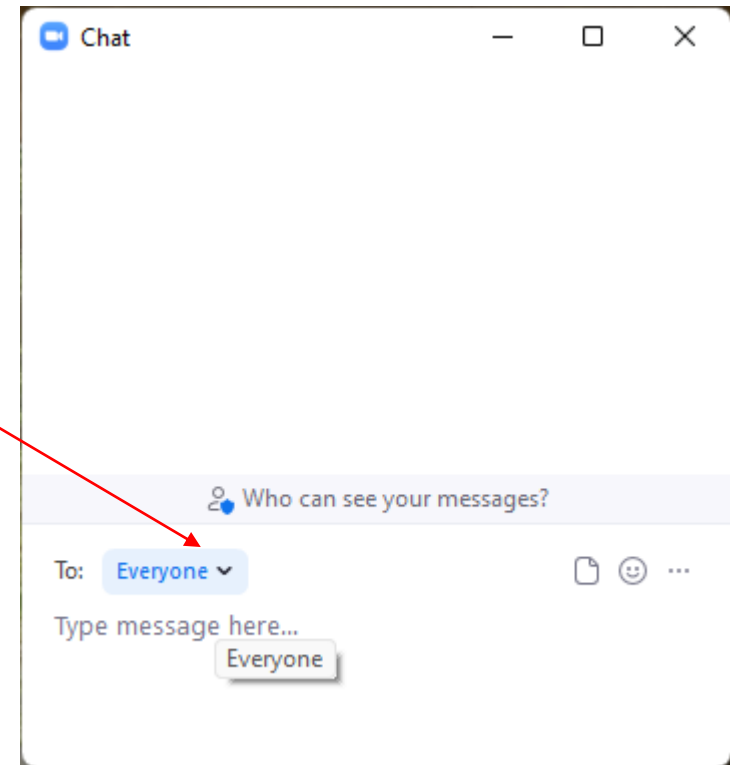


You can send a message to everyone or just a specific person.

The default is 'Everyone' but if you click/tap on the down arrow, you will see a list of participants.

Choose the one you want and then type message and send it.

To ask a question of the panel, either send message to host or to 'Everyone'. The chat will then appear on the screen in the hall.



Polls

There will be resolutions presented for approval at the meeting such as the one shown on the right

Any question will appear on your screen in a popup window.

Answer the question and click submit.

You will be given more detailed instructions on the day

Resolution One

1. Annual General Meeting Minutes 2020:
THAT the minutes of the Annual General Meeting held on 25th June 2020 be received and approved.

If 2 people vote from the same location, one chooses ONE option from items 1-3, the other person from 4-6 (Multiple Choice) *

- 1. For
- 2. Against
- 3. Abstain
- 4. For (2nd person)
- 5. Against (2nd person)
- 6. Abstain (2nd person)