

## MEMBERS' ONLINE MEETING GUIDE

### HYBRID MEETING:

This year we will conduct the AGM in person at the Pennine Hall, Sheffield Hallam University City Campus, Sheffield, S1 1WB and by Video webcast, giving you the opportunity to attend the AGM by participating online using your smartphone, laptop or computer. If you choose to participate online you will be able to view a live webcast of the meeting, comment, ask questions and vote on the resolutions in real time.

**To take part, go to [www.amnesty.org.uk/AGMLive](http://www.amnesty.org.uk/AGMLive).** You will need the latest version of Chrome, Edge or Firefox. Please ensure your browser is compatible. You will need your Voter Reference Number and PIN, shown above.

### ACCESS

Once you have entered [www.amnesty.org.uk/AGMLive](http://www.amnesty.org.uk/AGMLive) into your web browser, you will be prompted to enter your credentials. Select the Meeting ID 102-391-854 and 'I have a login'. Then insert your Voter Reference Number and PIN.

**You will be able to log into the site from 10am to 5pm 22 June 2024**

### RESOLUTIONS, DEBATE AND VOTING

Resolutions will be put to the vote once discussions have taken place. When voting opens, the options ('For', 'Against', 'Abstain') will appear on your screen. To vote, simply select the appropriate option.

Your vote has been cast when the option changes colour. To change your vote, simply select a different option or click Cancel.

## **NAVIGATION**

Once you have logged in, the information screen will be displayed. You can view company information, comment, ask questions and watch the webcast. Simply click the appropriate button on the screen. If you use a computer, the webcast will automatically appear at the side once the meeting has started.

### **1. There are two separate platforms:**

The platform for the AGM Business session will be one where you are able to watch and listen to the meeting and post any questions or comments via the Lumi messaging facility. On conclusion of the AGM Business Session a link for a Zoom meeting will be placed within the Information section. This Zoom meeting will host the Resolutions Debate session where you will be able to 'raise your hand' if you wish to speak and take the floor. It is important that the Lumi platform remains open as you will be requested to navigate back to this platform to cast your vote during this session.

### **2. How to access the "AGM Business session" and the functions that can be used in that session:**

Simply login to Lumi and the broadcast panel will automatically appear to enable you to view and listen to the meeting only. Further features that are available are the ability to submit a written question and view documents.

### **3. How to access the "resolution debate" and the functions that can be used during that session:**

On conclusion of the AGM Business Session a link for a Zoom meeting will be placed within the Information section. This Zoom meeting will host the Resolutions Debate session where you will be able to 'raise your hand' if you wish to speak and take the floor. It is important that the Lumi platform remains open as you will be requested to navigate back to this platform to cast your vote during this session.

### **4. How to switch between the two platforms for voting:**

When viewing the meeting via Zoom, the zoom application will be open. To return to Lumi, you will simply need to minimise the Zoom application window and return to the browser that you used to login to Lumi. You

should see that the Lumi platform is still open within your browser (you may need to navigate to the specific tab within your browser). You will then be able to vote whilst the poll remains open and once you have cast your vote you are free to return to the Zoom application to continue watching proceedings. You must repeat these actions for all polling items.

For further information and details of the practical and technical considerations of the hybrid meeting can be found at [www.amnesty.org.uk/annual-general-meeting](http://www.amnesty.org.uk/annual-general-meeting). Although every effort will be made to ensure that the technology is fully operational, in case of technical failure members are strongly advised to submit a proxy vote ahead of the meeting.

## **MESSAGING AND SPEAKING**

Any member attending the meeting online is eligible to take part in the discussion.

For the resolution debate - members will be able to indicate if they wish to take the floor.

After logging into the virtual platform, members will be presented with a link within the information page for the resolution debate. This link will enable you to join the Zoom Webinar platform and will provide you the opportunity to speak and be seen when given the opportunity. It is important that you have adequate audio and microphone facilities in order to take part. It is important that the Lumi platform remains open during this session as you will be required to navigate back to the Lumi platform to cast a vote when required.

During the meeting if you wish to speak then please click on the 'Raise Hand' icon. The Chair will be notified that you wish to speak and you will be required to wait until granted access to unmute and then speak.

The AGM Chair reserves the right to curtail the above means of accessing the meeting remotely (including limiting/combining/shortening or summarising comments and questions) if it appears that such a change is necessary in the interests of the effective conduct of the meeting.

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