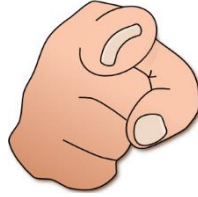


We want You To Participate in the Virtual Meeting (AGM)

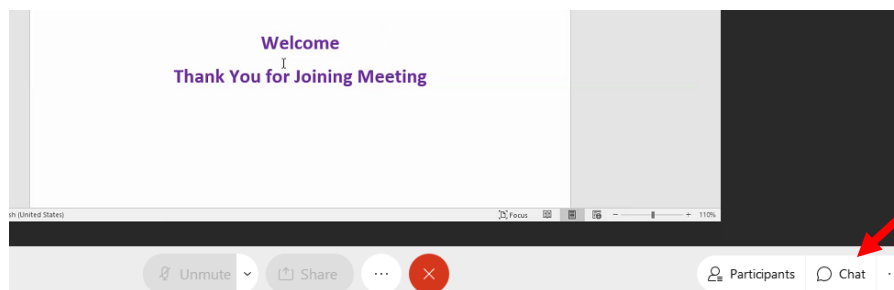


Three Simply ways

- 1) Chat Portal
- 2) Q & A Portal
- 3) Raise of Hands

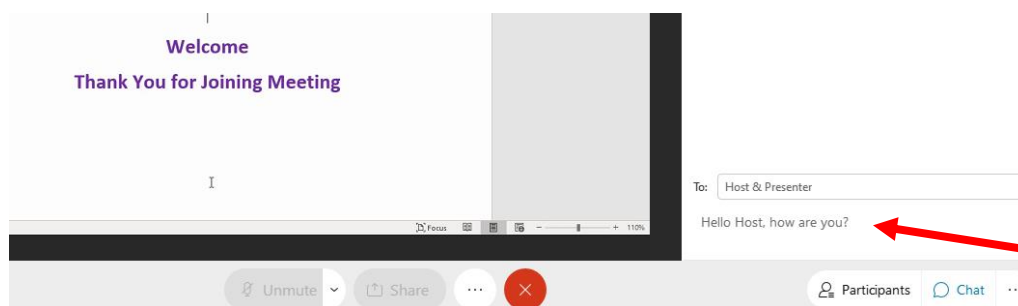
Chat Portal

Step 1 – On Joining The Meeting



Click CHAT – located at the bottom right of your screen

Step 2 – Time To Chat

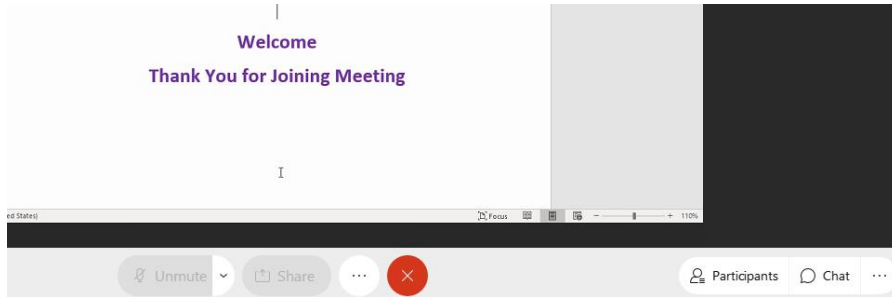


In the Drop-Down menu, select Host & Presenter

Type in your question, comment, or observation and Press Enter.
The Chairman of the meeting will respond to your CHAT.

Q & A Portal

Step 1 – On Joining The Meeting



Click the four Dots – located at the bottom right of your screen (Next to Chat symbol)

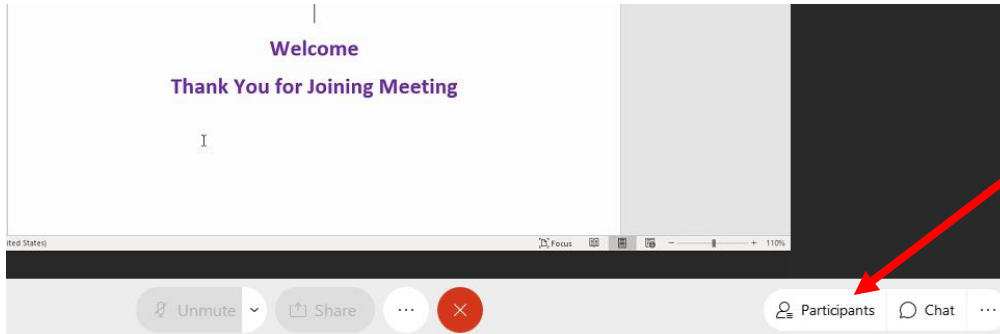
Step 2 – Time to Ask Your Question



Type in your question, comment, or observation and then Click Send. Be brief with your questions. The Chairman of the meeting will respond to your Question.

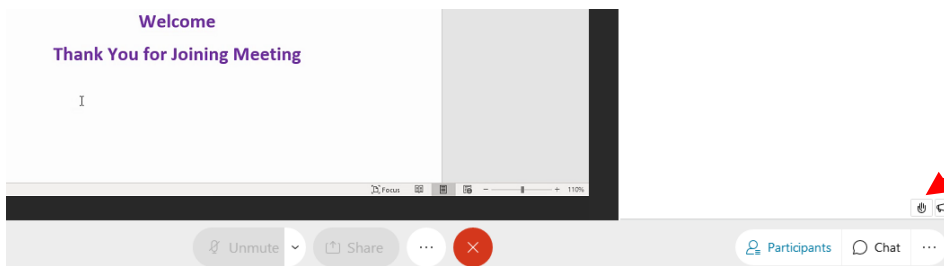
Raise of Hands

Step 1 – When You want to Participate



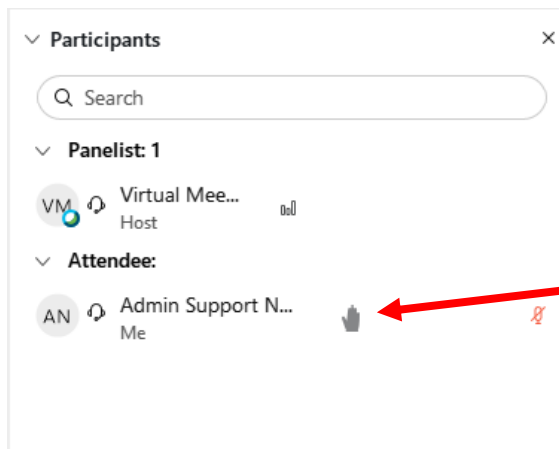
Click on Participants - located at the bottom right of your screen

Step 2 – Identifying the Hand Symbol



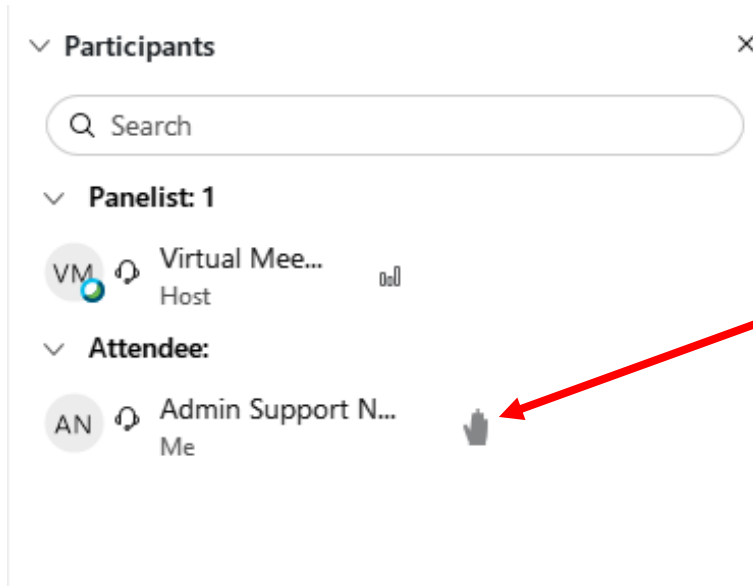
The Raise of Hand Symbol is located above the four dots - situated at the bottom right hand of the screen.

Step 3 – Raising of Hand – Indicator that you want to ask a Question



Once you Click on the Raise of Hand symbol, the System will notify the Host that you wish to ask a Question.

Step 4 – Inviting You to Speak at Meeting - Unmuting Your Mic



At the appropriate time, the Host will indicate to the Chairman that you wish to speak at the Meeting. The Chairman will acknowledge you and the Host will unmute your mic for you to ask your question or make a comment. Kindly ensure that there is no background noise in your surroundings, which can disrupt the meeting. If there is background noise, the Host will Mute your microphone.

Step 5 – Muting Your Mic after you finish Speaking.

Participants

Search

Panelist: 1

Virtual Mee... Host

Attendee:

Admin Support N... Me

When you finish your Contribution, the Host will Mute your Microphone – Your Microphone indicator will turn Red.

When you finish Speaking, we ask that you Click on the Hand Symbol so you can remove the Raise of Hand indicator to avoid the Host from unmuting your microphone again.

Step 6 – Muting Your Mic after You finish Speaking.

Participants

Search

Panelist: 1

Virtual Mee... Host

Attendee:

Admin Support NEMLC Me

Once you click the Hand Symbol, the Raise of Hand Indicator will disappear.