

AGM webinar further information

Before the AGM

Registration

We will be collecting registration information via the online form Eventbrite, this information will then be checked against your membership record. We will register you onto the webinar with the name(s) that appear on your membership record.

You will then be emailed the webinar login details via Zoom, please use these to join the webinar on Tuesday 2 November. **Please note**, if you book your place via Eventbrite during July or August you will receive your email from Zoom by mid-September. If you booked your place via Eventbrite during September or October you will receive your email from Zoom within two weeks of booking.

The email will also contain information on how to access the business papers ahead of the AGM.

Preparing to join the webinar

You do not need to have a Zoom account to join our online AGM webinar, however if you would like to register for an account you can do so here: www.zoom.us

Please ensure your audio and video are set up on your device before you join the webinar so that you will be able to see and hear the presentations. Once you have joined the webinar you will be automatically muted and will be invisible to the panellists and other attendees (which is different to a Zoom "meeting").

If you are new to Zoom, please give yourself plenty of time to join the meeting on the night.

Joining the AGM on 2 November

When are ready to join the webinar please click on the Zoom link in your confirmation email, as circled below:

Sent: Friday, September 18, 2020 12:28:02 PM
To: Marge Gunderson <xxxxx@xxxx.com>
Subject: Reminder: Webinar No.1 starts in 1 hour



Hi Marge Gunderson,

This is a reminder that "Webinar No.1" will begin in 1 hour on:
Date Time: Sep 18, 2020 01:30 PM London

Join from a [PC](#), [Mac](#), [iPad](#), [iPhone](#) or [Android](#) device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.
Passcode: 416944

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

You can [cancel](#) your registration at any time.



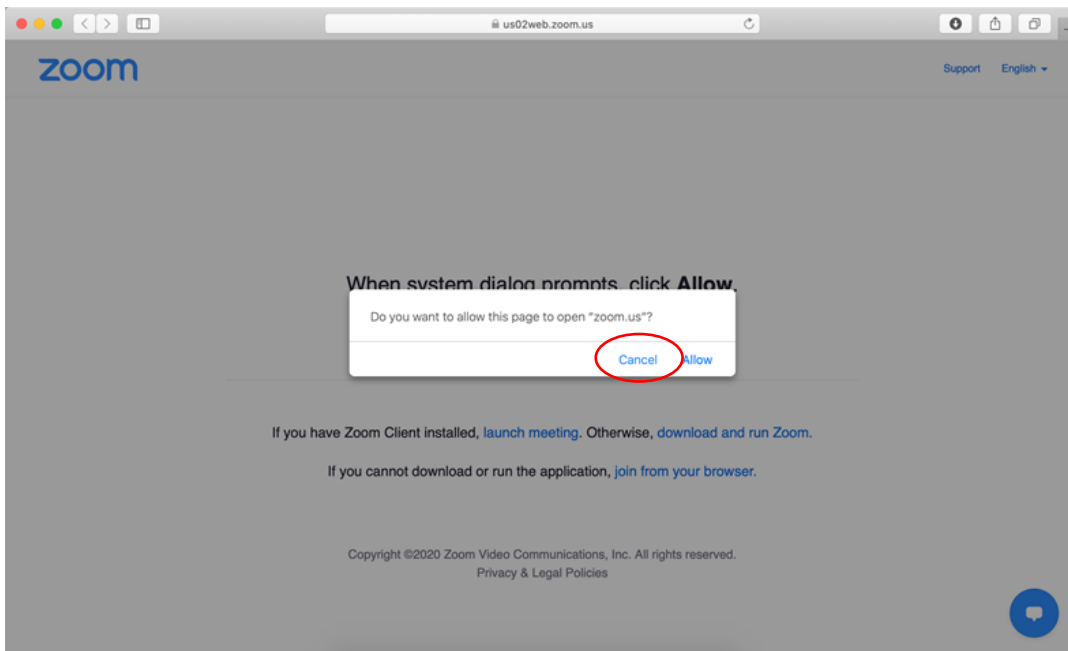
The AGM will open to attendees at **6.50pm on Tuesday 2 November**. If you join before this time you will see a holding notice advising that the AGM has not yet started.

Once the AGM starts you will automatically join the webinar. A pop-up box may appear – if prompted select *“Join with computer audio”*.

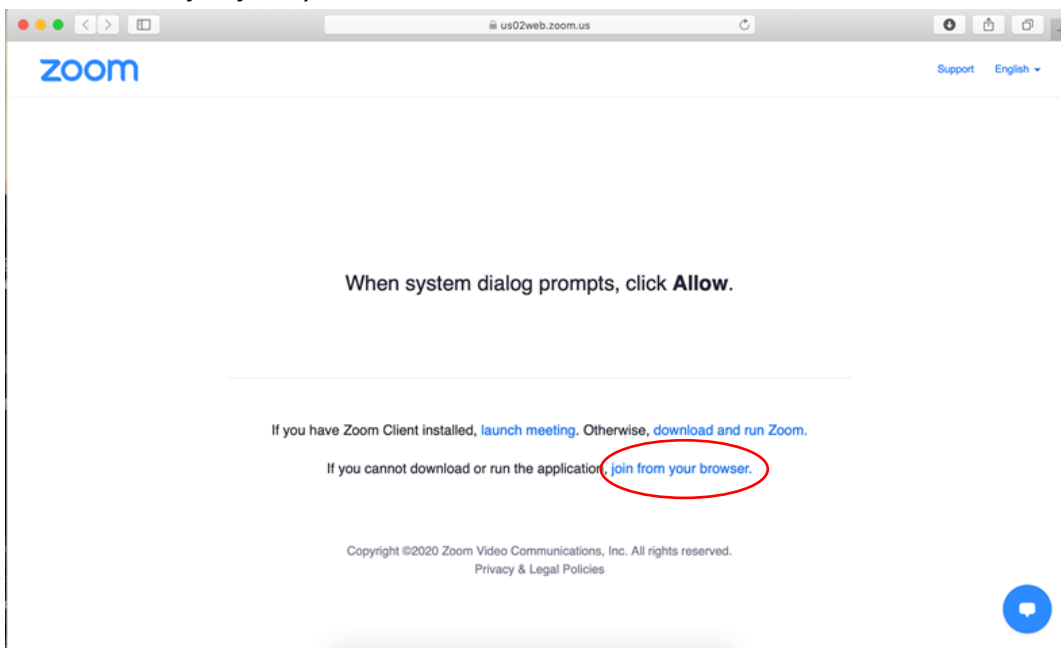
Don't have a Zoom account?

If you don't have a Zoom account, when you join the AGM using your login, you will be prompted to download the Zoom Desktop Client App, a file which will allow the meeting run on your computer or device.

If you do not wish to download this file then you can watch the Webinar through your browser. To do this, simply click *“Cancel”* when the following prompt shows, as below:



and then click *“join from your browser”*:



If you have any other technical questions, please visit the [Zoom's webinar help page](#).

During the AGM Webinar

The AGM will open to attendees at **6.50pm on Tuesday 2 November**. If you join before this time you will see a holding notice advising that the AGM has not yet started.

Once you have joined the AGM you will see a welcome slide and hear the panellists if they are talking. You will be automatically muted and will be invisible to the panellists and other attendees (which is different to a Zoom “meeting”).

Before the AGM begins, the panel will explain how the webinar works and how the meeting will be run, including how the members’ voting will be handled and how you can submit a question to the panel during the webinar.

Privacy Statement

Please be aware that Zoom is a third-party platform, separate from Hampshire & Isle of Wight Wildlife Trust’s website. We recommend that you take the time to read the [Zoom Privacy Statement](#) before you set up a Zoom account or download the Zoom Desktop Client App.

The AGM may be recorded, if this occurs then we will inform you at the beginning of the webinar.

Additional Support

If you have any further technical questions about joining the AGM webinar please go to [Zoom's Support centre](#).

The information in this document has been put together by Trust staff, we hope it is helpful but please note that we are not experts in advising on the use of Zoom. If you have a question that isn’t covered here please do get in touch, either by email at agm@hiwwt.org.uk or by calling 01489 774400 and we will do our best to help you.