

# USER GUIDE - VIRTUAL MEETING

## TO START

This year we will be conducting a virtual annual meeting, giving you the opportunity to attend online, using your smartphone, tablet or computer.

You will be able to view a live webcast of the meeting, ask questions in writing and submit your vote in real time.

## TO PARTICIPATE ONLINE:

Make sure the browser on your device is compatible. You will need the latest version of Chrome, Safari, Edge or Firefox.

Using your smartphone, tablet or computer, go to this address.

<https://meetings.lumiconnect.com/400-454-807-888/>

**Caution:** Internal network security protocols including firewalls and VPN connections may block access to the Lumi platform for your meeting. If you are experiencing any difficulty connecting or watching the meeting, ensure your VPN setting is disabled or use a computer on a network not restricted to security settings of your organization.

Enter your email and unique Control Number (to be provided to you through email prior to September 20, 2024) to login.

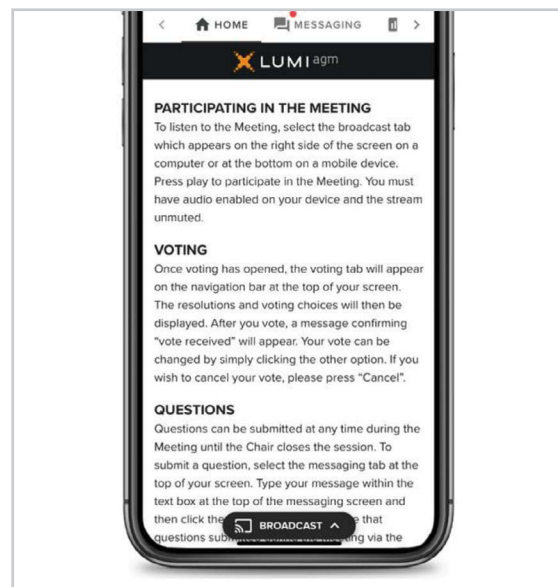
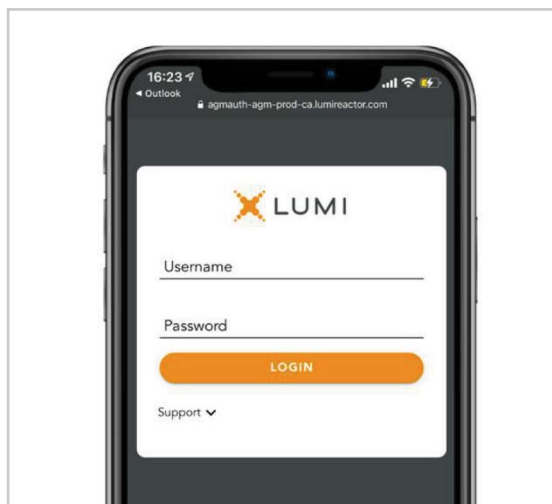
**You will be able to log into the site from 10:15 a.m. (EDT) on September 20, 2024.**

## Members login

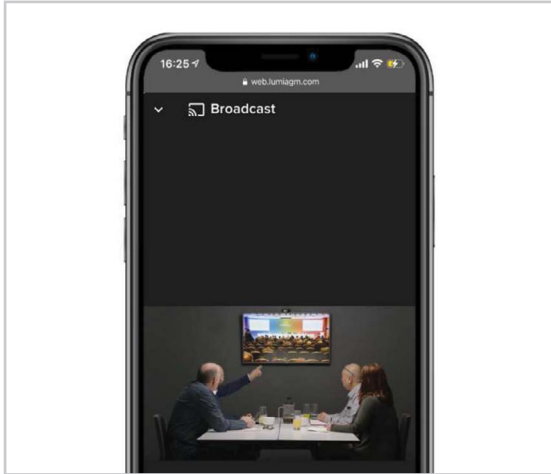
Enter your email address as your username and the Control Number you received as the password to login.

If you need help logging in, click on the support button to review details and contact us.

Once logged in, you will see the home page, where you can access the meeting information, documents and the broadcast.



To watch the meeting, press on the broadcast icon.  
On a computer, the broadcast will appear automatically at the right-side once the meeting has started.



### Voting

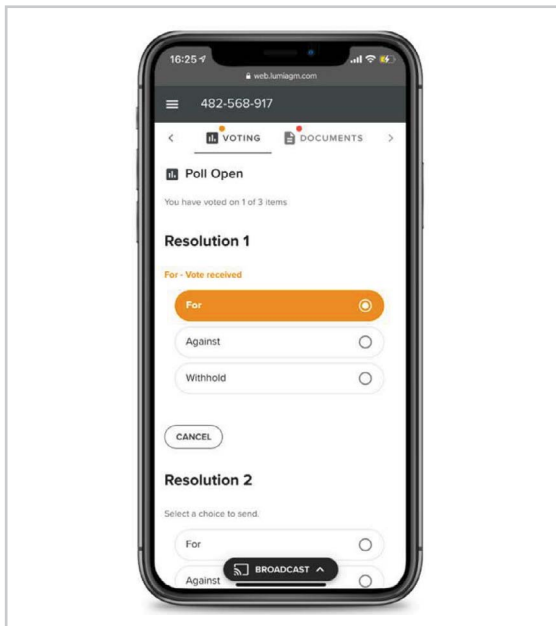
Once voting has opened, the voting tab will appear. The resolutions and voting choices will be displayed in that tab.

To vote, select one of the voting options. Your choice will be highlighted.

A confirmation message will also appear to show your vote has been received.

The number of resolutions for which you have voted, or not yet voted, is displayed at the top of the screen. You can change your votes until the end of the voting period by simply selecting another choice.

You will continue to hear the meeting proceedings. To return to the broadcast tab on mobile, tap on the broadcast button after having voted.



### Questions

To ask a question, select the messaging tab. Type your question within the box at the top of the screen and click the send arrow. Questions will be sent to the moderator who will read them during the Q&A section of the meeting.

You will continue to hear the meeting proceedings. To return to the broadcast tab on mobile, tap on the broadcast button after sending your question.

