

# Online Meeting Guide

Marquis Macadamias AGM

25 AUG 2023, 10:30 AEST



## Attending the meeting virtually

Those attending online will be able to view a live webcast of the meeting. Members and proxyholders can ask questions and submit votes in real time.

To participate online, visit <https://web.lumiagm.com/390576478> on your smartphone, tablet or computer.

You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

To log in, you may require the following information:

**Meeting ID: 390-576-478**

### Members

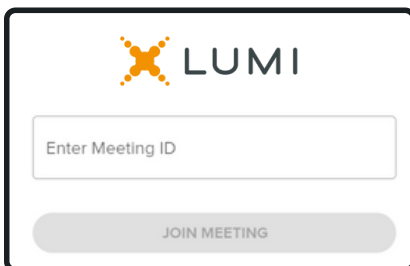
- **Username**  
(Grower ID Number)
- **Password**  
(postcode of your registered address)

### Appointed Proxies

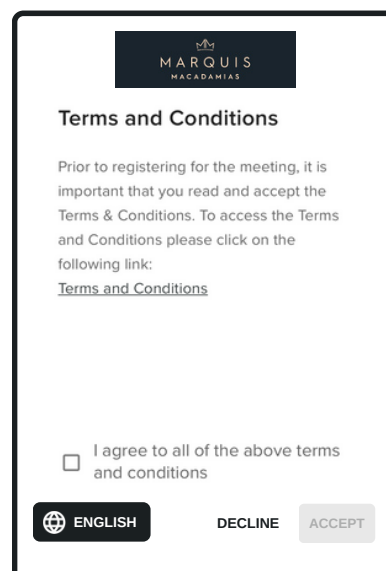
To receive your unique username and password, please contact Jodie on +61 2 6624 3900

## Participating at the meeting

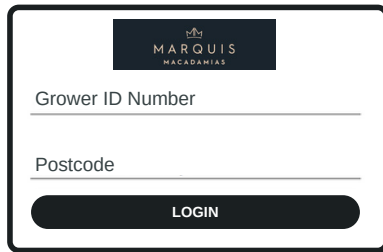
- 1 To participate in the meeting, follow the direct link at the top of the page. Alternatively, visit [web.lumiagm.com](https://web.lumiagm.com) and enter the unique 9-digit Meeting ID, provided above.



- 2 To proceed into the meeting, you will need to read and accept the Terms and Conditions.

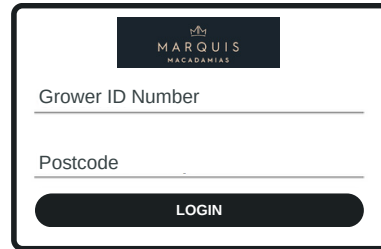


**3** To register as a Member, enter your Grower ID Number and Postcode.



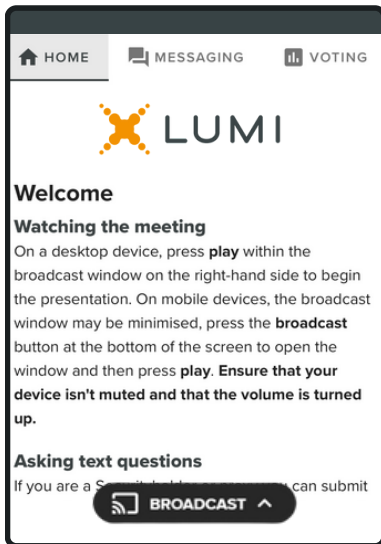
A registration form for a Member. At the top is the Marquis Macadamias logo. Below it are two input fields: 'Grower ID Number' and 'Postcode'. At the bottom is a black button with the word 'LOGIN' in white capital letters.

To register as a proxyholder, you will need your username and password as provided by Marquis Macadamia. In the 'Grower ID Number' field enter your username and in the 'Postcode' field enter your password.

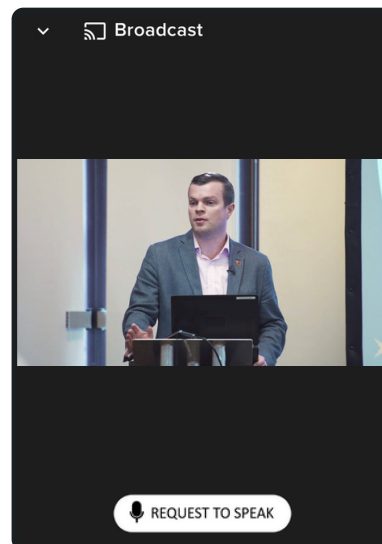


A registration form for a proxyholder. It is identical in layout to the Member form, with the Marquis Macadamias logo, 'Grower ID Number' and 'Postcode' input fields, and a 'LOGIN' button.

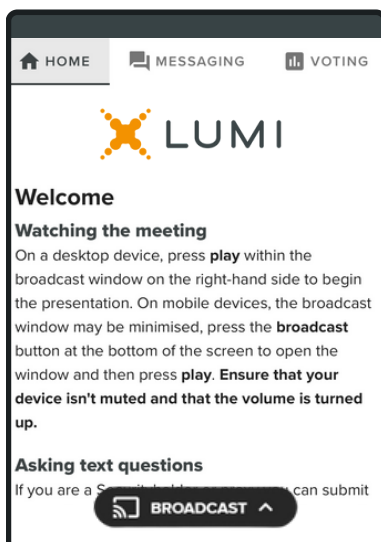
**4** Once logged in, you will see the home page, which displays the meeting title and instructions.



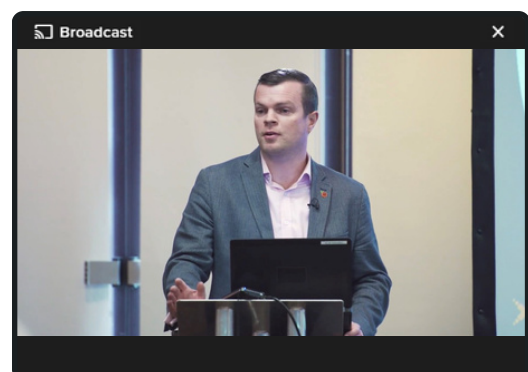
**5** On a desktop/laptop device the webcast will appear at the side automatically. On a mobile device, select the broadcast icon at the bottom of the screen to watch the webcast.




**6** During the meeting, mobile users can minimise the webcast at any time by selecting the arrow by the broadcast icon. You will still be able to hear the meeting. Selecting the broadcast icon again will reopen the webcast.

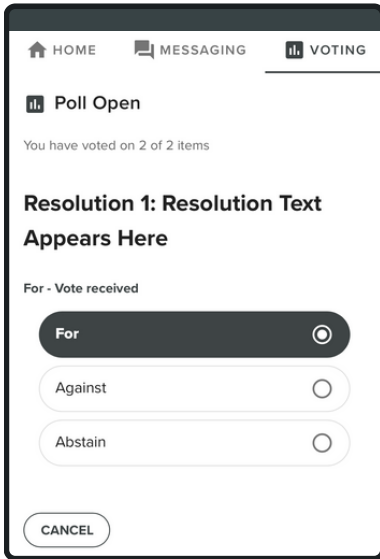




**7** Desktop/laptop users can watch the webcast full screen, by selecting the full screen icon. To reduce the webcast to its original size, select the X at the top of the broadcast window.

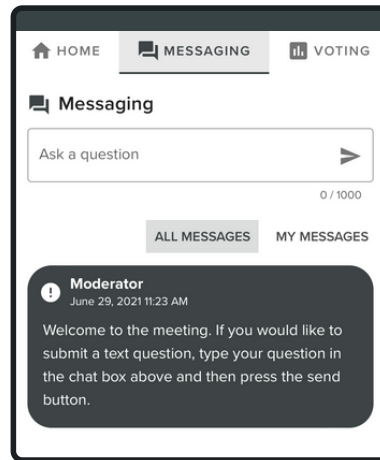


- 8 When the Chair declares the poll open:
- A voting icon  will appear on screen and the meeting resolutions will be displayed
  - To vote, select one of the voting options. Your response will be highlighted
  - To change your vote, simply select a different option to override

There is no need to press a submit or send button. Your vote is automatically counted. Votes may be changed up to the time the Chair closes the poll.




- 9 To ask a written question, tap on the messaging icon , type your question in the chat box at the top of the screen and select the send icon . Confirmation that your message has been received will appear.



## Icon descriptions

 **Home tab** - Displays meeting instructions

 **Messaging tab** - Submit written questions or comments

 **Voting tab** - View and select voting options. Only visible once the chair opens voting

 **Documents tab** - View documents relating to the meeting, if available

Need help?

If you require any help using this system prior to or during the Meeting, please call +612 8075 0100 so we can assist you.