RACGP

Royal Australian College *of* General Practitioners

Attending the online RACGP EGM

The RACGP EGM will be held on Tuesday 30 May 2017 at 8.00 pm (AEST).

RACGP members are advised to log on to the meeting at 7.30pm (AEST), to ensure you are online with plenty of time before the meeting commences.

The EGM and all voting will be conducted electronically to allow equity of access for all RACGP members across Australia.

Lumi is the partner organisation employed by the RACGP to provide electronic voting.

There are two ways RACGP members can watch and vote at the online EGM; via the Lumi website or the Lumi AGM app, which is downloadable from the app store.

Am I eligible to vote or speak during the EGM?

If you are a Fellow, Member or a Registrar Associate, you are eligible to attend the EGM, ask the Chair a question, and cast a vote.

If you are an Associate member, you may attend the EGM. You are not eligible to vote or ask the Chair a question.

To attend via the Lumi website

Login will be available from 6.00 pm Tuesday 30 May 2017 (AEST)

If you are eligible to vote

1. Go to **https://web.lumiagm.com** (note, www is NOT required)
2. Enter **104-589-856** as Meeting ID (enter the numbers; the hyphens are inserted automatically)
3. Click 'Join'
4. Select 'I have a login'
5. Enter your RACGP ID number as the username
6. Enter your Year of Birth as the password (YYYY)
7. Click 'Enter'
8. The welcome screen will be displayed
9. Click on the 'Broadcast' bar at the bottom of the screen to watch the broadcast

If you are not eligible to vote

1. Go to **https://web.lumiagm.com** (note, www is NOT required)
2. Enter **104-589-856** as Meeting ID (enter the numbers; the hyphens are inserted automatically)
3. Click 'Join'
4. Select 'I am a guest'
5. The Broadcast will be displayed.

To attend via the Lumi app

Login will be available from 6.00 pm Tuesday 30 May 2017 (AEST)

✓ **Download the app at least one day prior to the EGM in order to overcome any technical difficulties.**

This option is available to eligible voting members only.

1. Update the software on your phone to ensure you have the most up-to-date operating system
2. Go to the App Store on your iPhone or Google Play Store on Android phone
3. Search for the '**Lumi AGM**' app
4. Download/install the app (it should take less than two minutes to download)
5. Open the app
6. Enter **104-589-856** as Meeting ID (enter the numbers; the hyphens are inserted automatically)
7. Click 'Join'
8. Enter your RACGP ID number as the username
9. Enter your Year of Birth as the password (YYYY)
10. Click 'Enter'
11. The introduction screen displays
12. Click on the 'Broadcast' bar at the bottom of the screen to watch the broadcast

To cast your vote

When the Chair announces that voting for the resolution is open:

1. Minimise the broadcast screen by clicking the down arrow in the top right corner.
2. Select how you are voting (For, Against or Abstain).
3. When you have finished voting, maximise the broadcast screen again by clicking the up arrow in the bottom right corner.

To ask the Chair a question during the EGM

Only Fellows, Members and Registrar Associate members may ask the Chair a question.

1. Call **1800 220 860**

2. Tell the operator your name, RACGP ID number, the State you are calling from and the Special Resolution you would like to speak to

3. If the Chair selects you, ask your question

4. Hang up when the Chair moves to the next person (or wait until the operator disconnects you).

Note: you will be able to hear the EGM broadcast while waiting in the call queue.

Note: if you are in the call queue when voting opens, you can vote while waiting.

Numbers to call

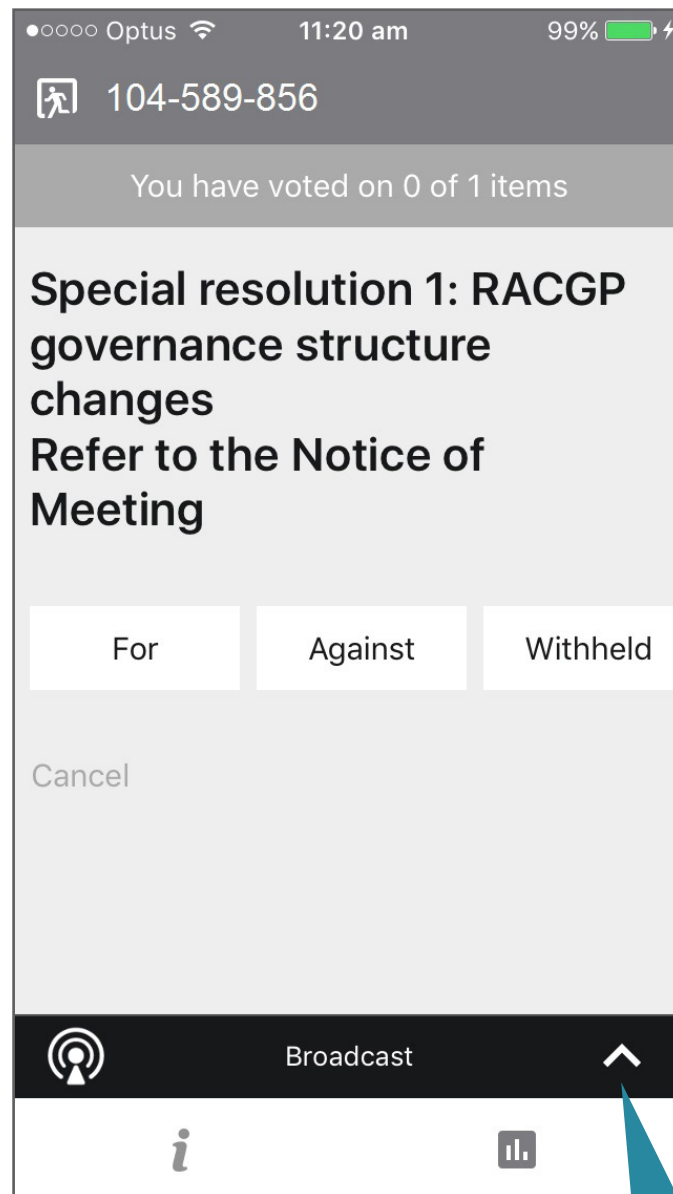To ask the meeting Chair a question (eligible members only)   **1800 220 860**

For all other matters, including technical questions   **1800 472 247**

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The introduction screen looks like this

Logout

Broadcast bar

When voting opens, click the arrow to go to the voting screen

The voting screen looks like this

After voting, click the arrow to return to the broadcast