# Joining the QDN AGM via Zoom

This year we will be holding our Annual General Meeting in-person and online via Zoom. This document gives you instructions on how to join the meeting by Zoom. You can join zoom on your phone if you don’t have a computer.

# [Register here](http://www.tiny.cc/qdnagm) [www.tiny.cc/qdnagm](http://www.tiny.cc/qdnagm)

## Aqua circle with black graphics of people inside.

## Registering for the AGM

We ask that you register for the AGM if you wish to attend. You can do this by:

1. Going to our Registration webpage at [www.tiny.cc/qdnagm](http://www.tiny.cc/qdnagm)
2. Calling us on 3252 8566 or 1300 363 783
3. Emailing us at qdn@qdn.org.au

**If you are joining via the Zoom on your computer or the mobile application**: When you register for the AGM you will receive an email with your personal meeting link. Please save this email as you will need it to access the meeting on the day.

## Aqua circle with a phone icon inside.

## Joining by Telephone

You can join the meeting by dialling in on your phone. To do so:

1. Dial: 07 3185 3730 or 1800 317 562 (Toll Free)
2. You will be asked to enter your Meeting ID which is **879 7876 4598**
3. If you are asked to enter a passcode, just press **#**
4. If you are asked to enter a user or participant id, just press **#**
5. You will be placed into a waiting queue where we will be checking members in. We may transfer your call to a QDN staff member to verify your membership details.
6. Once we have completed the check-in you will be transferred to the meeting.

### Raising your Virtual Hand

At times during the meeting, we may ask people to raise their virtual hand to show they wish to speak or agree to accept a report. If you wish to raise your hand at any point during the meeting, press **\*9**. You can dial **\*9** again to lower your hand.

## Aqua circle with an icon of a zoom call - laptop screen split in four with graphic of a person in each.

## Joining by the Zoom App

You can also join via the Zoom application on your computer, tablet or mobile. To do so:

1. Find your confirmation email and click on the **Join Now** button
	1. If you cannot find your email or need to register you can do so by going to this link: [www.tiny.cc/qdnagm](http://www.tiny.cc/qdnagm). Once you register you will see the meeting details to use to join.
2. Your Zoom app will open and you will receive a message you are in a waiting room.
3. You will then be checked-in and then transferred into the meeting.
	1. If we need to verify any details you may be moved to a break-out room where one of our staff will speak with you.

### Raising your Virtual Hand

At times during the meeting, we may ask people to raise their virtual hand to indicate they wish to speak. If you wish to raise your hand at any point you can do so by:

1. In the Zoom menu, select Participants
2. If you’re on a computer, select Raise Hand
3. If you’re on a mobile, you may need to first select ‘More’ to see the Raise hand button
4. You can use the same button to lower your hand.

### Online poll – acceptance of minutes, reports and nomination of auditor

We will be using the Zoom poll feature with a simple yes or no to show your acceptance of the 2020 AGM minutes, reports and the nomination of the auditor. When it comes time for you to respond, a polling window will appear on the Zoom screen.

Simply choose your preferred voting option – yes or no and then select submit. The polling window will then disappear.

# Accessibility

Our AGM will have the following accessibility features:

* an Auslan interpreter
* Closed captioning
* Zoom’s in-built accessibility features (including screen reader support and keyboard navigation support).

If you require any additional accessibility support or accommodation, please contact QDN.

# Further Guidance or Questions

If you require further guidance on using Zoom, require any additional information on the in-built Zoom accessibility features (such as keyboard shortcuts) or have any questions please contact us and we will do our best to assist:

1. Call us on 3252 8566 or 1300 363 783
2. Email us at qdn@qdn.org.au