

# Meeting Guide

On your device, ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Safari, Firefox, and Edge; Go to [whatismybrowser.com](http://whatismybrowser.com) if you are unsure.

The meeting is in-person or streamed online directly to the Vero voting portal. All voting will be done on Vero, so please ensure you have access the Vero portal prior to the meeting.

## How to Login and Register

If attending Online, Click Yes to attend “Online”  
If attending In-Person, Click Yes to attend “In-Person”  
If can’t attend, Click “No”, to send your apology;

Selecting No will prompt you to lodge a proxy vote for the meeting, please see the details regarding proxy votes below.

## How to nominate a Proxy if you are not attending

Select if you would like to nominate the Chairperson or another eligible person. If nominating another person other than the chair you will be required to type that person’s name in the dropdown box that will appear.

You will then have a choice to either instruct your proxy a certain way by checking the box and then selecting the Direct your Vote button OR you may choose to go with the direction of the nominated person by clicking straight on the Submit Proxy button.

## Voting (eligible voting members only)

The voting starts when the meeting Chair opens the poll unless otherwise stated.  
From your screen, you can see the resolutions and voting choices set.

Click on the vote tab.

Select your option by clicking on your response to cast your vote for each question.

You can change your vote at any time (**while the voting period is open**) by clicking “Change”.

Your vote is logged once the tab turns Blue with a green tick and date time stamp. You do not need to do anything further; your vote has been counted.

For those attending the meeting in-person, voting can be accessed from the web browsers on your mobile device. All you need to do is make sure you have access to your emails so you can find the unique login link we sent to you via email and an internet connection.

## Asking Questions (Q&A)

To ask a question **prior or during the meeting** click the Q&A tab. Start typing your question in the box and when done, click Submit.

If you are attending in-person, you will also have access to the Q&A feature on the voting portal.

## Online Support

If you have any questions, or need assistance with the online process, please contact Vero Voting via email [support@verovoting.com.au](mailto:support@verovoting.com.au) OR call 1300 702 898 between 8.30am—5.00pm Monday to Friday (Australian Western Standard Time)

## In-Person Support



Staff members from your organization will be posted at the meeting with a Vero Voting Kiosk. They can assist you with any issues you may have logging in or voting before or during the meeting. You will be voting via your own personal device (i.e. phone), please ensure you bring this with you on the day.