

e-AGM Guidelines

30 March 2021
Tuesday

SILA E-AGM Agenda

30 March 2021

Time (GMT+8)	Agenda	Speakers
19:00 – 19:30	Registration Begins At 7:00pm. AGM would be called to order at 7:30pm	
19:30 – 19:35	Welcome and housekeeping notes for this AGM <i>A short explanation on the process of this virtual meeting, the agenda and procedures</i>	Secretariat
19:35 – 19:45	Confirmation of minutes of Annual General Meeting 2020	Heng Juit Lian
19:45 – 20:35	President's Report 2020	Ronnie Tan, Srilalitha Gopalakrishnan, Yvonne Tan, Emily Lim
20:35 – 20:55	Honorary Treasurer's report for year ended 31 Dec 2020	Derek Loei
20:55 – 21:05	Election of Executive Committee & Council members FY 2021 – 2023	Heng Juit Lian
21:05 – 21:10	Election of Honorary Auditors FY 2021-2022	Heng Juit Lian
21:10 – 21:25	Any other matters / Open forum	

Essential Information

Please read through the following information to better prepare yourself for the virtual meeting:

- The meeting will be presented using the **Zoom** web conferencing platform. If you have never used Zoom, instructions on creating an account and basic features can be found below:
 - [Creating a Zoom Account](#)
 - [Audio Testing](#)
- An invitation which includes the access link will be sent to you via email. We would appreciate if you can log-in to the platform **at least 15 minutes before** the start of the meeting.
 - Please only access the zoom platform with the email address you registered with.
 - Do note that you will be kept in the waiting room until the meeting starts, during this time nothing is visible and there will be no sound.
 - The [president's report](#) and the [minutes of AGM 2020](#) will be taken as read before the AGM. Please click on the link to view the documents.

Essential Information

During the meeting:

- Please mute the microphones if you are not speaking, this is to avoid any background noise that may interrupt the meeting flow.
- Please use 'Q&A' button if you have any questions during the meeting. This will be used during the open forum session.
- If there is a motion during the AGM, participants will be asked to use the 'Raise Hand' function for voting. This function will also be used for accepting reports.

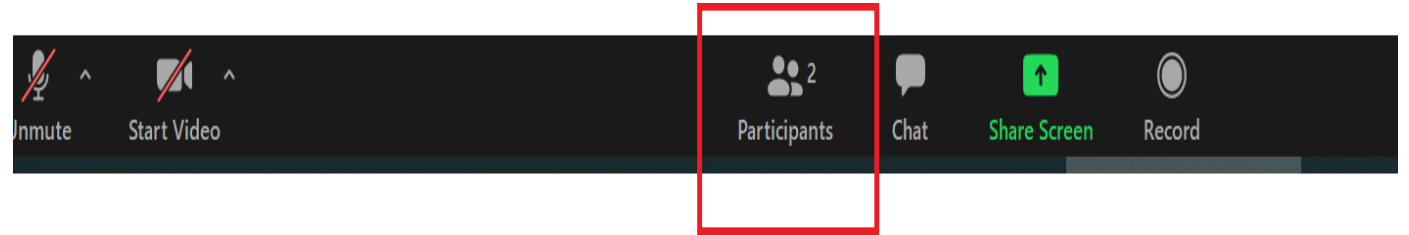
To note:

- Should you require assistance with using the technology before or during the meeting, you may wish to contact us at +65 6496 5502.
- To gain your CPD points, you are required to stay the full duration of the AGM and scan the QR code at the end.

'Raise Hand' function in Zoom

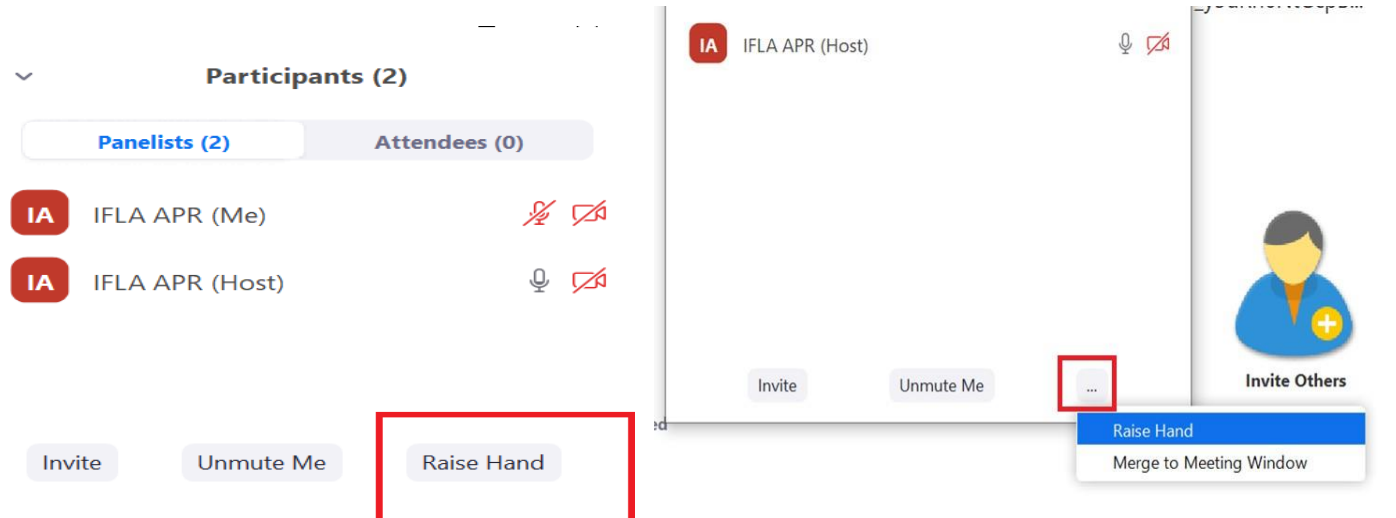
STEP 1

Click "Participants" in the webinar control at the bottom of your screen.



STEP 2

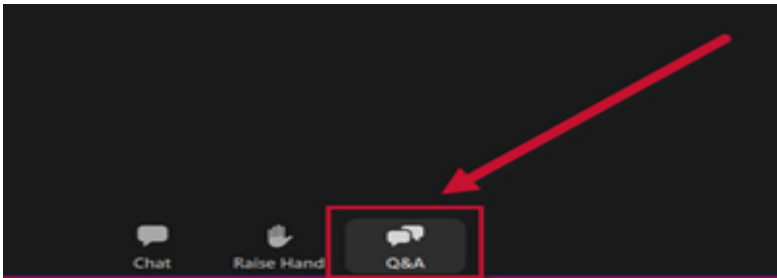
Click **Raise Hand** in the participants control.



'Q&A' function in Zoom

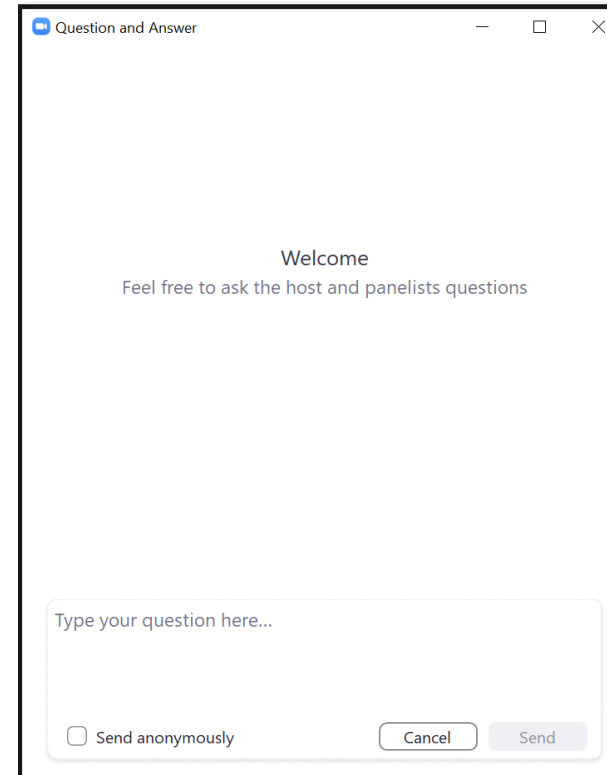
STEP 1

Click "Participants" in the webinar control at the bottom of your screen.



STEP 2

Q&A window appears. Enter your question, choose whether to be anonymous or not, and select Send.

A screenshot of the 'Question and Answer' window in Zoom. The window has a title bar with the text 'Question and Answer' and standard window controls (minimize, maximize, close). The main content area displays the text 'Welcome' followed by 'Feel free to ask the host and panelists questions'. At the bottom, there is a text input field with the placeholder text 'Type your question here...'. Below the input field, there is a checkbox labeled 'Send anonymously' and two buttons: 'Cancel' and 'Send'.

**See you on
30 March 2021,
Tuesday (7.30pm)
at SILA e-AGM**

