

SINGAPORE
INSTITUTE
OF
LANDSCAPE
ARCHITECTS



e-Townhall Guidelines

23 March 2021, Tuesday

SILA E-Townhall Agenda

23 March 2021

Agenda accurate as of 16 March 2021

Time (GMT+8)	Agenda	Speakers
18:30 – 19:00	Registration Begins At 6:30pm. E-Townhall would be called to order at 7:00pm	
19:00 – 19:05	Welcome and housekeeping notes for this Townhall A short explanation on the process of this virtual meeting, the agenda and procedures	Secretariat
19:05 – 19:10	About SILA Council & Existing Members	Heng Juit Lian
19:10 – 19:15	Nominations for President	
19:15 – 19:20	Nominations for Honorary Secretary	
19:20 – 19:25	Nominations for Honorary Treasurer	
19:25 – 19:35	Nominations for Council Members (4 positions)	
19:35 – 19:40	Nominations for Ordinary Council Member (1 position)	
19:40 – 19:45	Nominations for Honorary Auditor (2 positions)	
19:45 – 19:50	Introduction to Election Runner	Secretariat
19:50 – 20:00	Open Forum	Ronnie Tan, Heng Juit Lian, Emily Lim

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.

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 'Raise Hand' tool if you have any questions during the meeting.
- Please use 'Q&A' button if you have any questions during the meeting. This will be used during the open forum session.

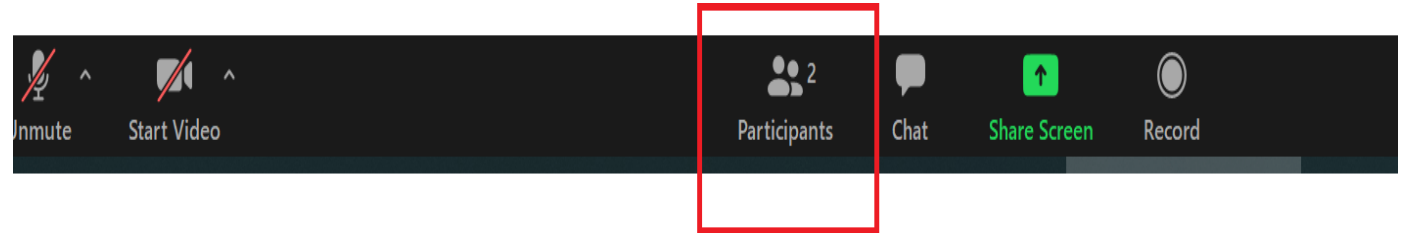
To note:

- 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

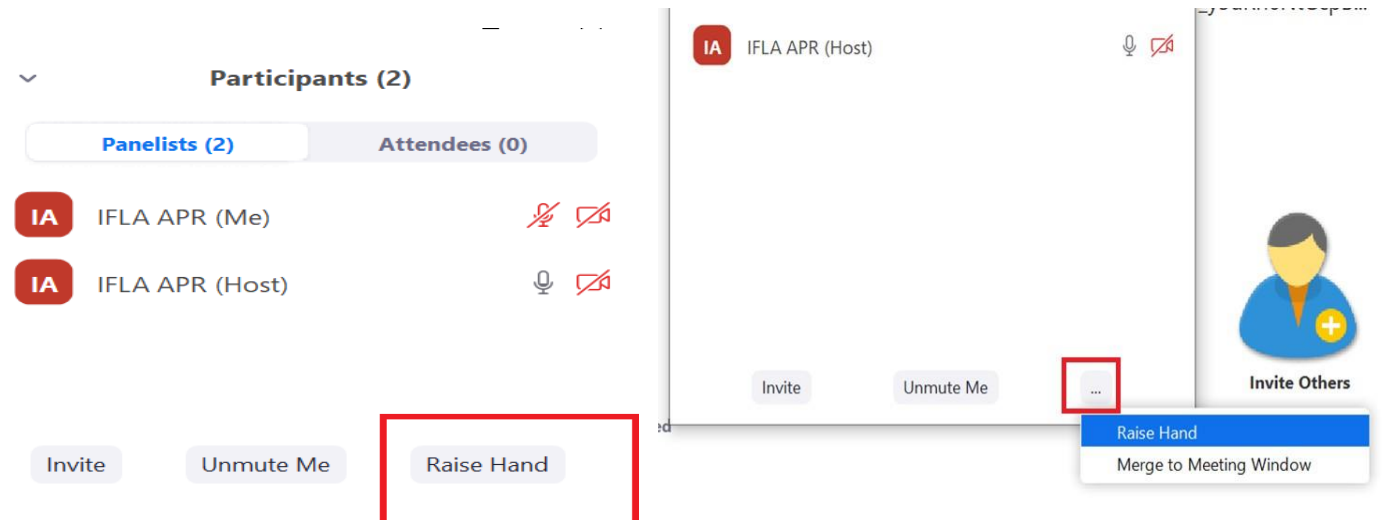
STEP 1

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



STEP 2

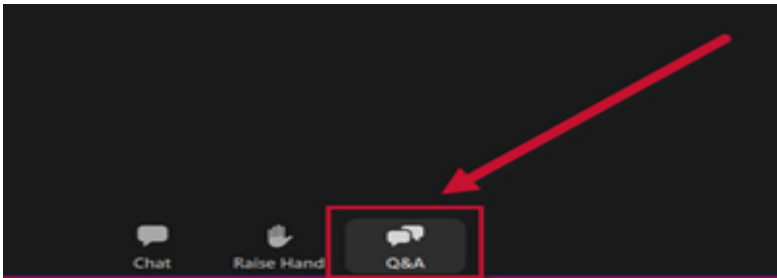
Click **Raise Hand** in the participants control.



'Q&A' function in Zoom

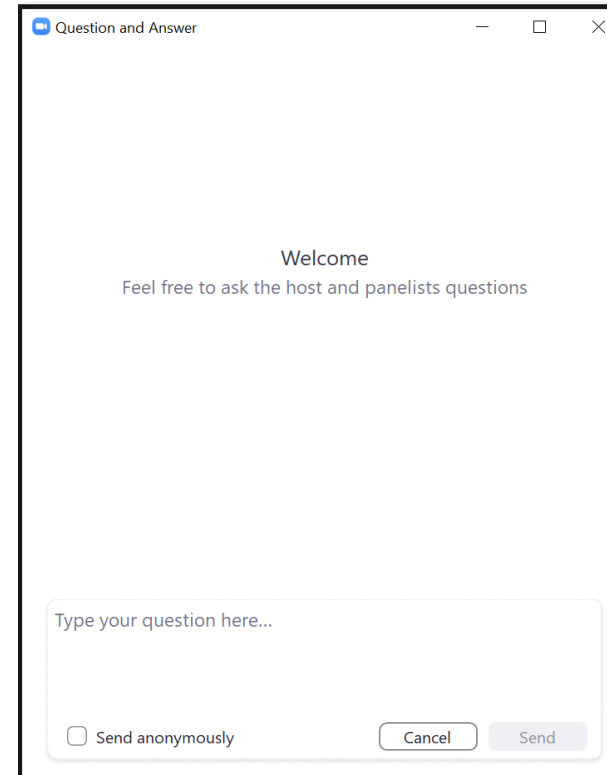
STEP 1

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 'Welcome' followed by 'Feel free to ask the host and panelists questions'. At the bottom, there is a text input field with the placeholder 'Type your question here...'. Below the input field, there is a checkbox labeled 'Send anonymously' and two buttons: 'Cancel' and 'Send'.

**See you on 23 March
2021, Tuesday (7.00pm)
at SILA e-Townhall**

