

SINGAPORE
INSTITUTE
OF
LANDSCAPE
ARCHITECTS



Attendees Guidelines

SILA e-Townhall

11 May 2023

SILA E-Townhall Agenda

11 May 2023

Agenda accurate as of 5 May 2023

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	Emily Lim
19:05 – 19:10	About SILA Council & Existing Council	Emily Lim
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 – 19:40	Nominations for Council Members (5 positions)	
19:40 – 19:45	Nominations for Ordinary Council Members (2 positions)	
19:45 – 19:50	Nominations for Honorary Auditors (2 positions)	
19:50 – 19:55	Introduction to Election Runner	Emily Lim
19:55 – 20:25	Open Forum	Council Members
20:25 – 20:30	Closing	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.

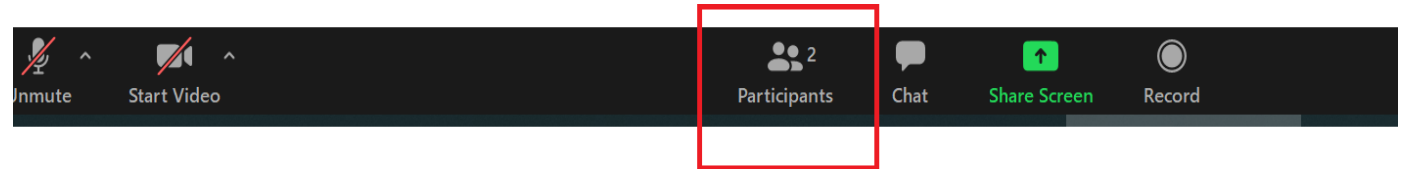
To note:

- Should you require assistance with using the technology before or during the meeting, you may wish to contact us at +65 9773 2425.
- 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

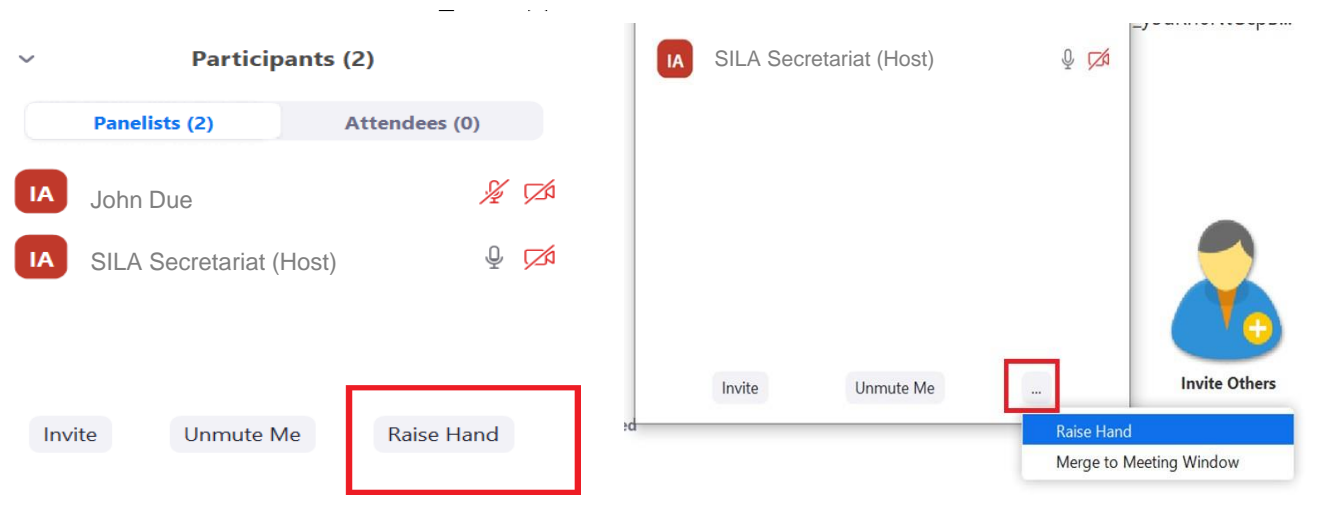
STEP 1

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



STEP 2

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



**See you on 11 May
2023, Thursday
(7.00pm) at SILA e-
Townhall**

