

## AGM Joining instructions

The Society will use Zoom to host its Annual General Meeting. Please join from 4:25pm onwards for the Biochemical Society's Annual General Meeting.

The joining details can be found below:

### Join Zoom Meeting

<https://us02web.zoom.us/j/88213649338?pwd=VmFIWINpNk01aUZsUGlwZG5qb0lvdz09>

Meeting ID: 882 1364 9338

Password: 673478

### Dial by your location

+44 203 481 5237 United Kingdom

Meeting ID: 882 1364 9338

Password: 673478

Find your local number: <https://us02web.zoom.us/u/kbW6mTfwff>

You should be able to join from any computer (PC, Mac, Linux, Chromebook) relatively straight forwardly. **Please click the link above and follow the instructions.**

When you log into the meeting you will be placed in a 'waiting room' until you are admitted to the meeting. **Please endeavour to be signed in prior to 16:30. Attendees will be admitted into the meeting, from the 'waiting room' just prior to the start of the meeting.**

Should you experience connectivity issues (due to internet speed in your area for example), you may wish to join by telephone. The dial in details are above.

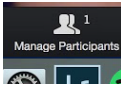
**Please note that the meeting will be recorded. By attending the meeting you consent to the recording of any verbal comments raised.**

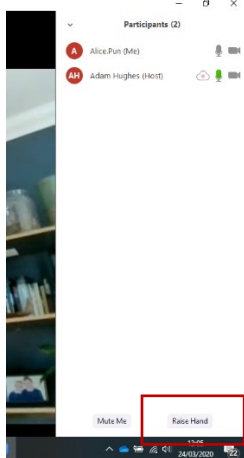
## Managing the meeting

To ensure the meeting is managed effectively, we will endeavour to follow the below processes:

- We will be moderating the meeting to ensure that all those who wish to speak are able to do, and that votes are recorded appropriately.
- All attendees will initially be admitted to the meeting on 'mute'. You will not be able to 'unmute' yourself until the moderator indicates your turn to speak. Unless you are speaking, please keep your microphone on 'mute' which prevents unnecessary and distracting sounds from interfering with the meeting.

If you have a question for during the meeting, please 'raise your hand' and also submit it by text using the chat function.

You can raise your hand by opening up the participants sidebar , selecting the 'people icon' at the bottom of the screen and clicking 'raise hand' as shown below:




## Casting votes

A number of items in the agenda may require approval by a 'show of hands'. When a vote is called, please raise your hands as indicated above.

The moderator will review the numbers of votes and will inform the Chair if the motion is carried. The moderator will then 'lower the hands' of all attendees.

## Support during the meeting

If you have an issue joining or participating in the meeting please either submit a comment via the

'Chat'  window/sidebar. Alternatively email [katie.crabbe@biochemistry.org](mailto:katie.crabbe@biochemistry.org) or [lorraine.reese@biochemistry.org](mailto:lorraine.reese@biochemistry.org) stating clearly who you are within your message. We will endeavour to respond to you ASAP, however depending upon the stage of the meeting there may be a delay.