

Virtual AGM Guidance

AGM Registration and Approval

After registration, you will receive a confirmation email that we have received your registration.

Thank you for your interest in the Webex event. We received your registration request for the following online event:

Topic: AGM Trial

Date and Time:

Wednesday, July 22, 2020 11:00 am, China Time (Beijing, GMT+08:00)

Wednesday, July 22, 2020 4:00 am, GMT Summer Time (London, GMT+01:00)

You can contact BDM Events at:

bdm.webinar@imeche.org

<https://www.webex.com>

Once we approve your registration, you will receive an approval ID with a link by email.

Registration approved for Web seminar: AGM Trial



BDM Events <bdm.webinar@imeche.org >

Wed 7/22/2020 3:04 AM

To: You

Your registration was approved for the following Webex event.

Topic: AGM Trial

Host: BDM Events

Date and Time:

Wednesday, July 22, 2020 11:00 am, China Time (Beijing, GMT+08:00)

Wednesday, July 22, 2020 4:00 am, GMT Summer Time (London, GMT+01:00)

Event number: 163 743 4328

Registration ID: 411243

Event password: XpW4f2E5e6U

To join the online event

Go to <https://imeche-events.webex.com/imeche-events/onstage/g.php?MTID=e52cac55c6016d1e407b31dbafefd0514>

Input the ID and click “Join Now/ Join by browser”

[English](#) : [Beijing](#)

Join Event Now

To join this event, provide the following information.

Registration ID:

Join Now

 [Join by browser](#) **NEW!**

Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

Actions To Be Taken In a Virtual AGM

How to propose/ second a motion in AGM?

The screenshot shows a Cisco Webex Events interface. At the top, the title bar reads "Cisco Webex Events | Hide menu bar ^" and "Connected". Below the title bar is a menu with "File", "Edit", "View", "Communicate", "Participant", "Event", and "Help". The main content area displays "BDM Events (Host)" and a large circle containing the letters "BE". On the right side, there is a "Participants" panel with a search bar and a list of participants: "BDM Events Host" and "King King Me". Below the participants panel is a "Q&A" panel. The Q&A panel has a dropdown menu set to "All Panelists" and a text input field containing "Alan Wong proposed, Member". A "Send" button is located to the right of the input field. A red box highlights the Q&A panel, and a blue arrow points from a text box to the input field.

Type "Your full name" proposed,
"Membership grade"
For example: **Alan Wong proposed,**
Member

Cisco Webex Events | Hide menu bar ^

File Edit Share View Communicate Participant Event Help

BDM Events (Host)

Participants (3)

Search

Panelist: 1

BDM Events
Host, me

Attendee: 2 (0 displayed)

[View all attendees...](#)

Q&A

All (1) My Q&A (1)

King King - 2:59 PM

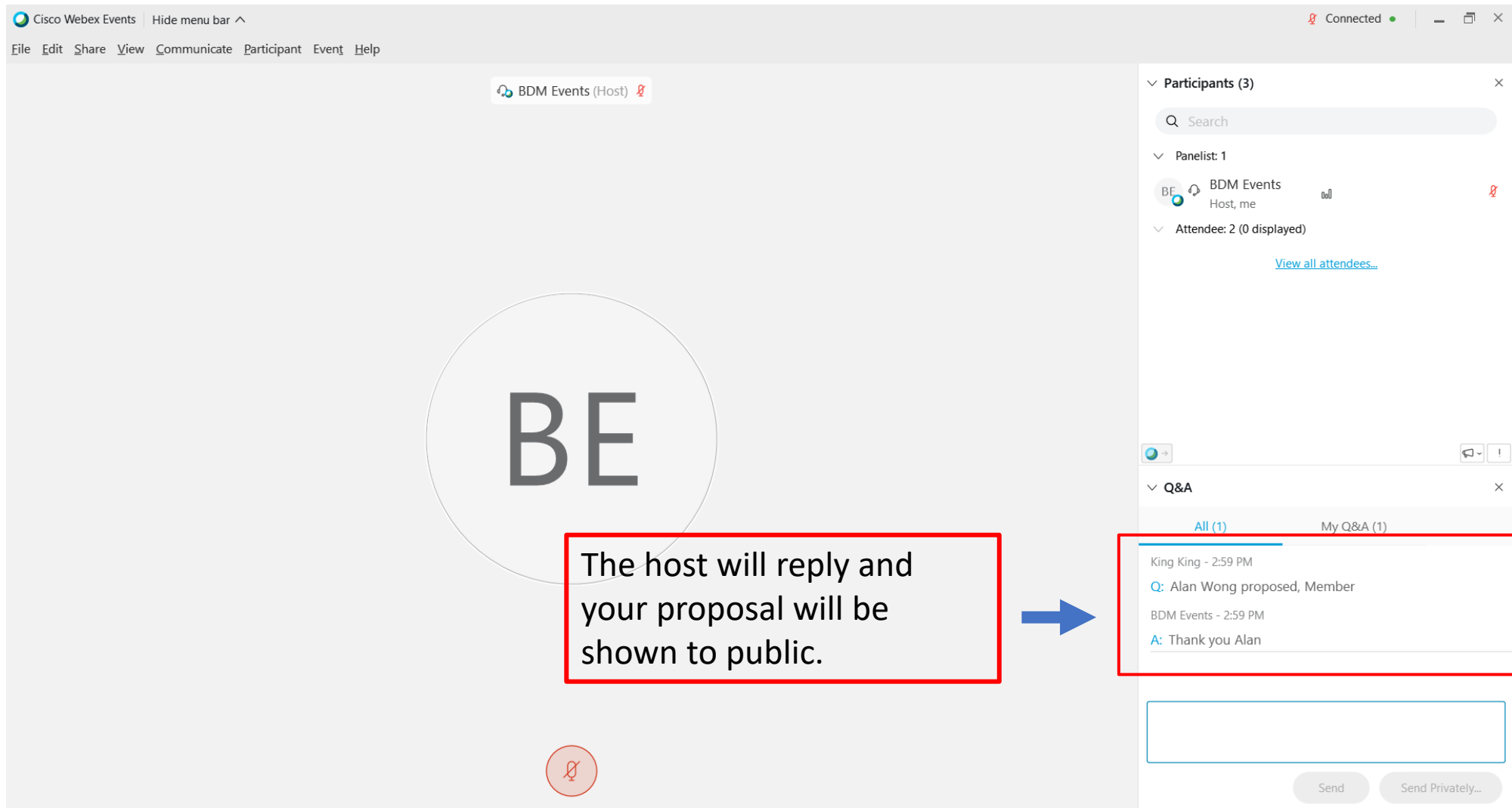
Q: Alan Wong proposed, Member

BDM Events - 2:59 PM

A: Thank you Alan

Send Send Privately...

The host will reply and your proposal will be shown to public.



AOB session – How to be unmuted when I have something share?

The screenshot shows a Cisco Webex Events interface. At the top, it says "Cisco Webex Events" and "BDM Events (Host)". The main area is mostly blank, with a large "BE" in a circle. A red box highlights the text: "Simply type in 'I have something to share' with your name For example: **I have something to share, Alan Wong, Member**". A blue arrow points from this text to the Q&A section on the right. The Q&A section shows a message from "King King" at 2:59 PM: "Q: Alan Wong proposed, Member". Below this is a text input field with "I have got something to say, Alan Wong, Member" and a "Send" button.

Simply type in "I have something to share" with your name
For example: **I have something to share, Alan Wong, Member**

Participants

- Panelist: 1
 - BDM Events (Host)
- Attendee:
 - King King (Me)

Q&A

All (1) My Q&A (1)

King King - 2:59 PM

Q: Alan Wong proposed, Member

Ask: All Panelists

I have got something to say, Alan Wong, Member

Send

BDM Events (Host)



Our host will let you know when you are unmuted, and you can speak with your mic.



Participants (3)

Search

Panelist: 1

BE BDM Events
Host, me

Attendee: 2 (0 displayed)

[View all attendees...](#)

Q&A

All (2) My Q&A (2)

A: Thank you Alan
King King - 3:18 PM
Q: I have got something to say, Alan Wong, Member
BDM Events - 3:19 PM
A: Thanks Alan, you are unmuted



Send Send Privately...