Online Meeting Guide

RSC Annual General Meeting

12th of July

ROYAL SOCIETY OF CHEMISTRY

Accessing the meeting virtually

Visit https://web.lumiagm.com/110-534-094 on your smartphone, tablet or computer.
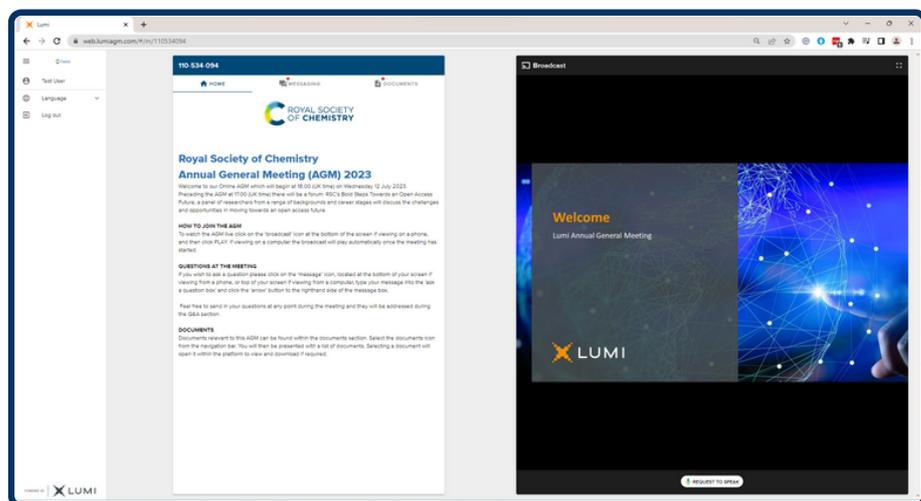
You will then need to click the 'I am a member' option and will be asked to enter your username and the following password: RSCAGM2023

If you are joining as a guest, you will need to click the 'I am a Guest' option and fill in the require details.

You will need the latest version of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

*An active internet connection is required at all times to participate in the meeting.
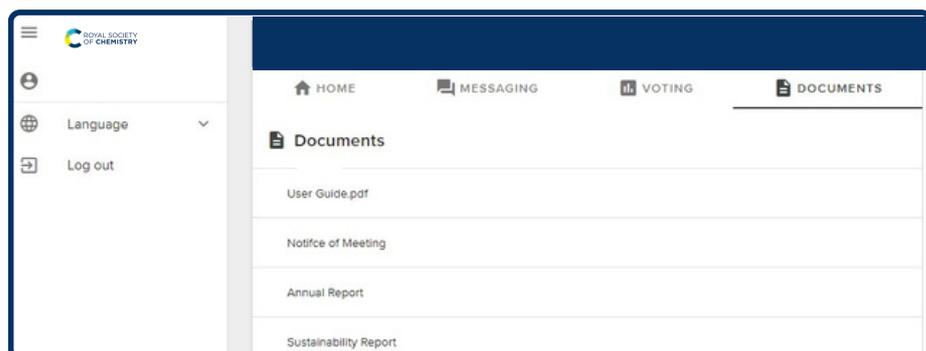
🏠 Home page and broadcast

Once logged in, you will be greeted by the home page which contains instructions for using the platform.

The live broadcast of the proceedings will be available on the right-hand side of your device.
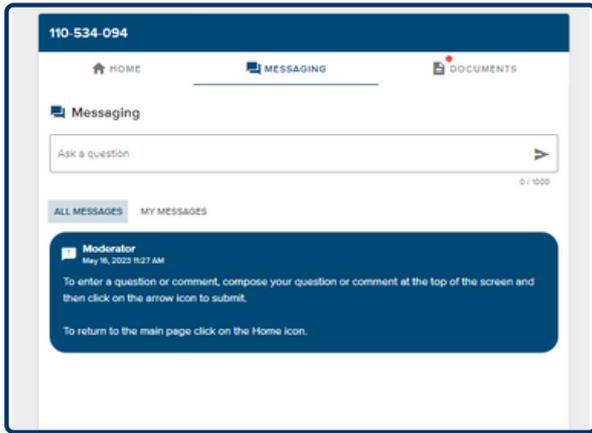
Click play on the broadcast, ensure that your device is unmuted and the volume is turned up.

📄 Documents

Meeting documentation can be found within
the documents tab in the navigation bar.
Documents can be read within the platform
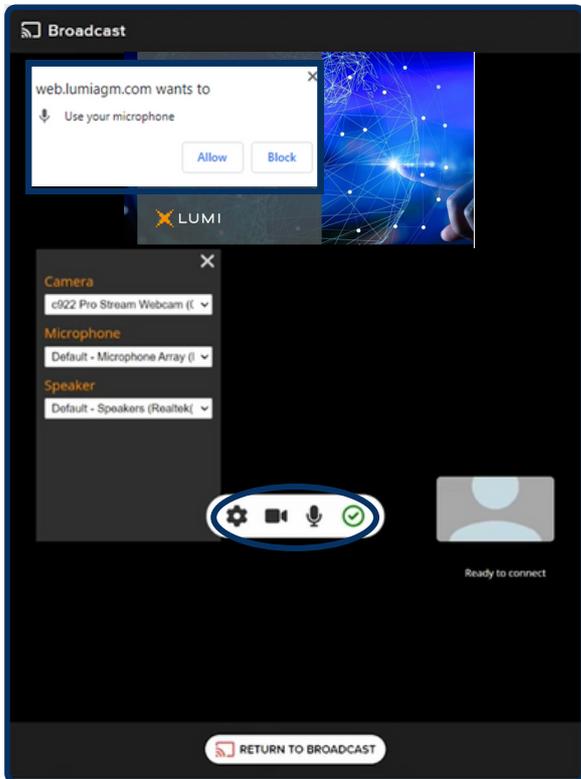or downloaded to your device in pdf format.

Questions

Written Questions

Written questions can be submitted by selecting the messaging icon from the navigation bar and typing your question into the 'Ask a question' box. Click the arrow icon to submit the question.

Copies of the questions you have submitted can be viewed by selecting 'My Messages'.

Verbal Questions

During the meeting you will have the opportunity to ask a question verbally, if you'd like to do so, you will need to press the 'Request to speak' button within the broadcast window.

You will then need to follow the on-screen instructions to join the queue. You will have the option to turn on your camera which will be displayed into the meeting room when you ask your question. Use the setting icon to select your camera, microphone and speaker options if needed.

To join the queue when ready you will need to click the green tick icon, and 'allow' the webpage access to your microphone.

You will still be able to follow the meeting whilst in the queue

Icon descriptions

🏠 **Home tab** - Displays meeting instructions.

💬 **Messaging tab** - Submit written questions.

📊 **Voting tab** - View and vote on the resolutions. *No voting required at 2023 meeting.*

📄 **Documents tab** - View documents relating to the meeting, if available.