

How to Join the Institute of Measurement and Control Virtual AGM and EGM 2020

The AGM will be hosted as a Microsoft Teams Live event.

The main Officers of the Institute will be presenting, and will be able to speak, appear on webcam and share screens and files with attendees.

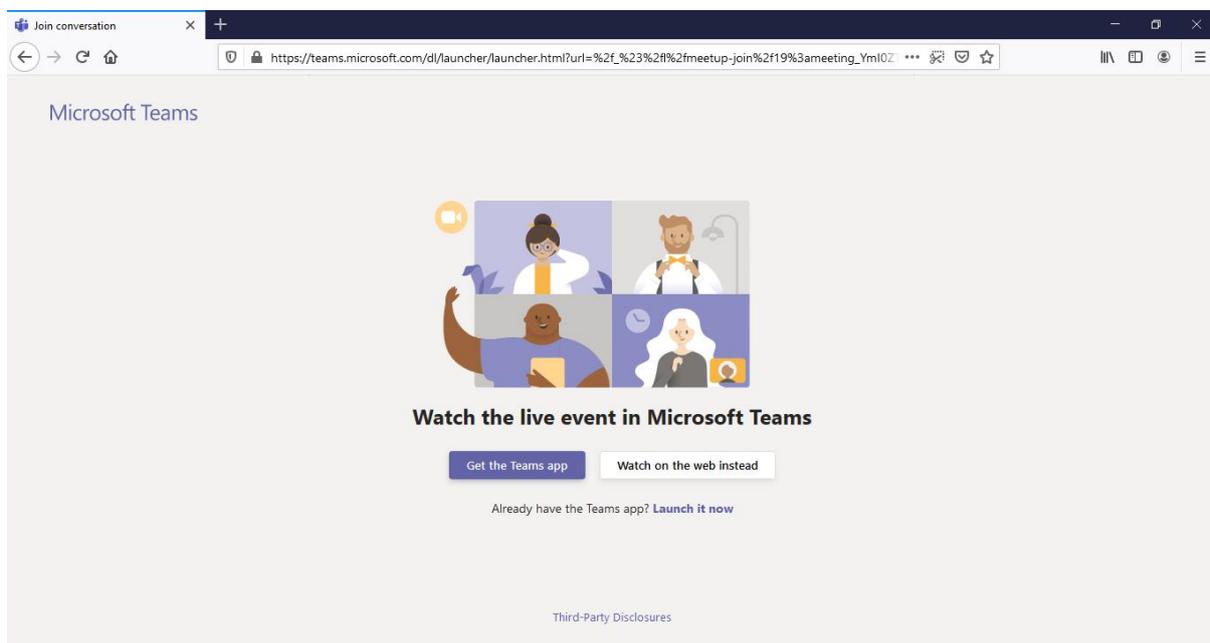
Members will be able to join the meeting as an “attendee”. This means you will not be able to speak or share your webcam with the rest of the meeting, but you will be able to ask questions using the moderated questions and answers feature.

We will do our best to answer any questions raised during the meeting, but to help us manage the meeting and ensure we can answer as many questions from the members as possible, we ask you to please submit your questions ahead of time if possible. You can send questions to the Chief Executive at steff.smith@instmc.org.

Joining the meeting

Please click [here](#) for the meeting link.

The link will take you to the following page

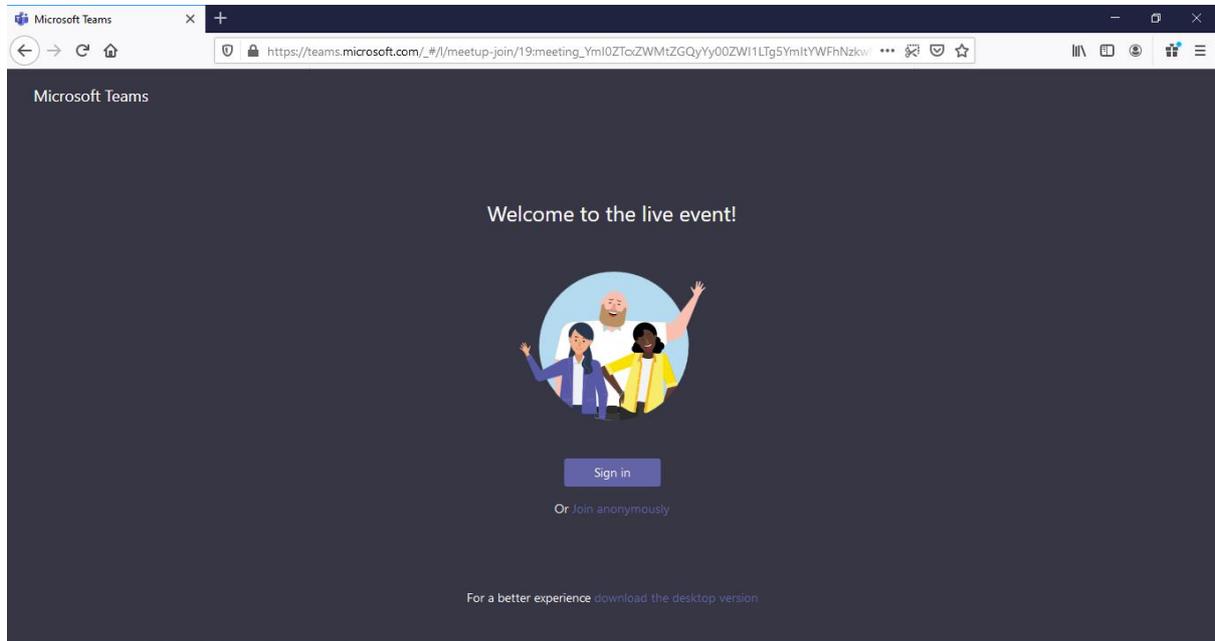


You now have several options for joining the event.

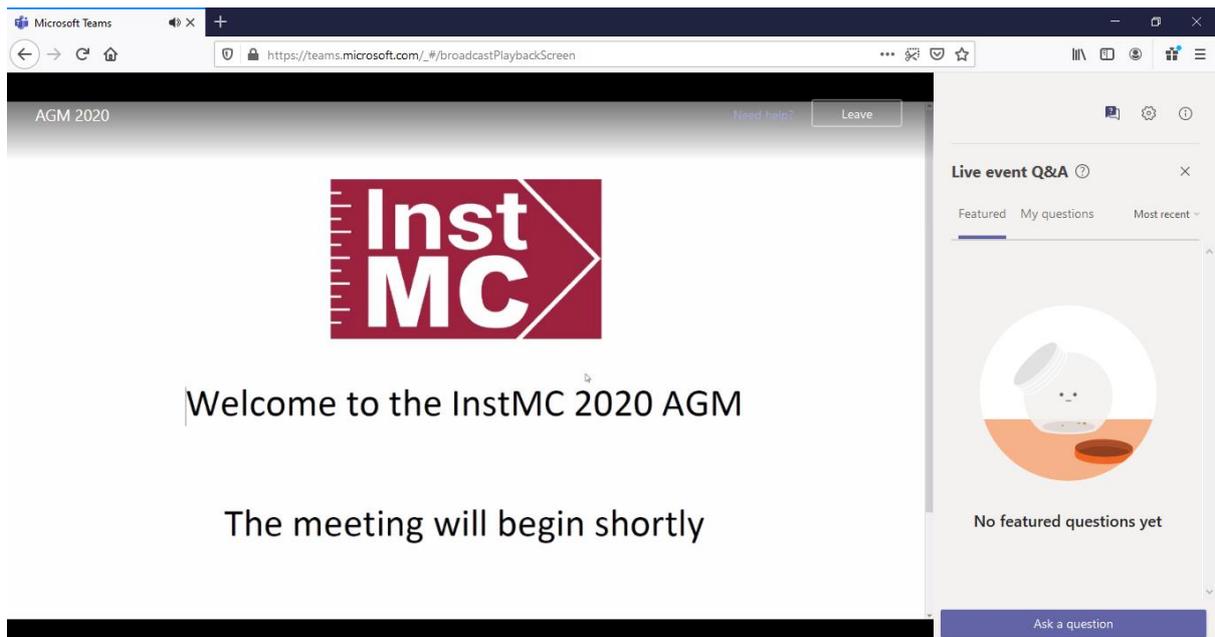
- If you would like to install the desktop application you can click “Get the Teams app”, to download and install Teams onto your device. You will then need to log in with a Microsoft account.
- If you already have Teams on your device select “Launch it now” to join the meeting with your existing application and account.

- If you do not want to download the application or do not have a Microsoft account, please choose “Watch on the web instead” ***We recommended this option as it is the easiest and quickest way to join the event***.

If you choose to join on the web you will be taken to the following page.

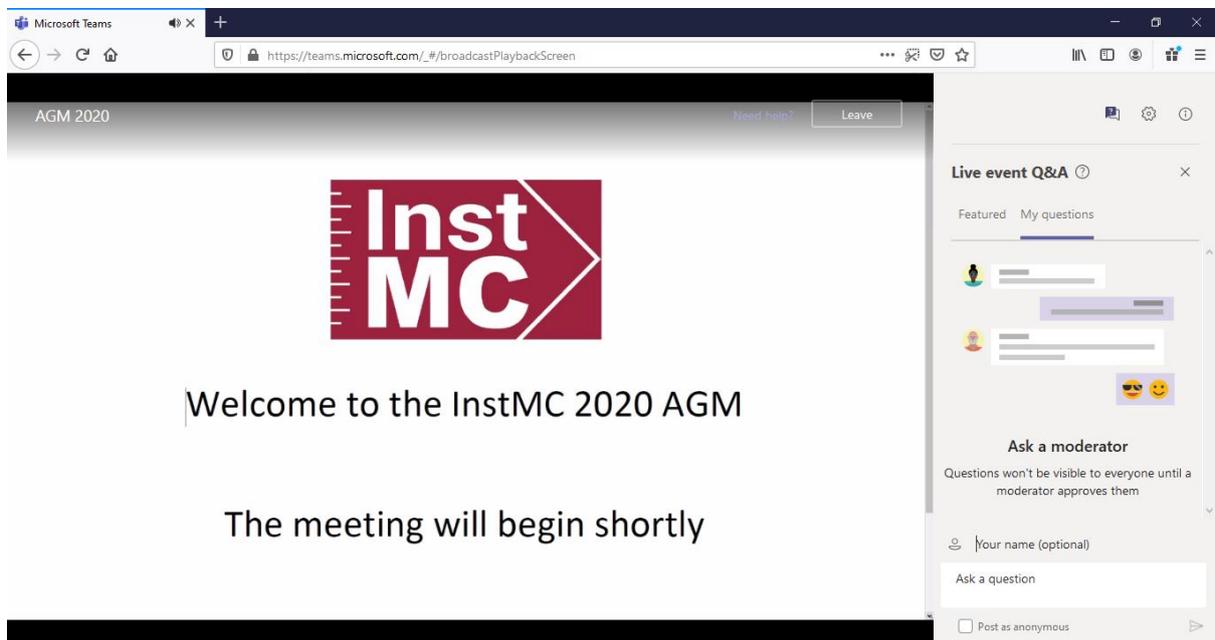
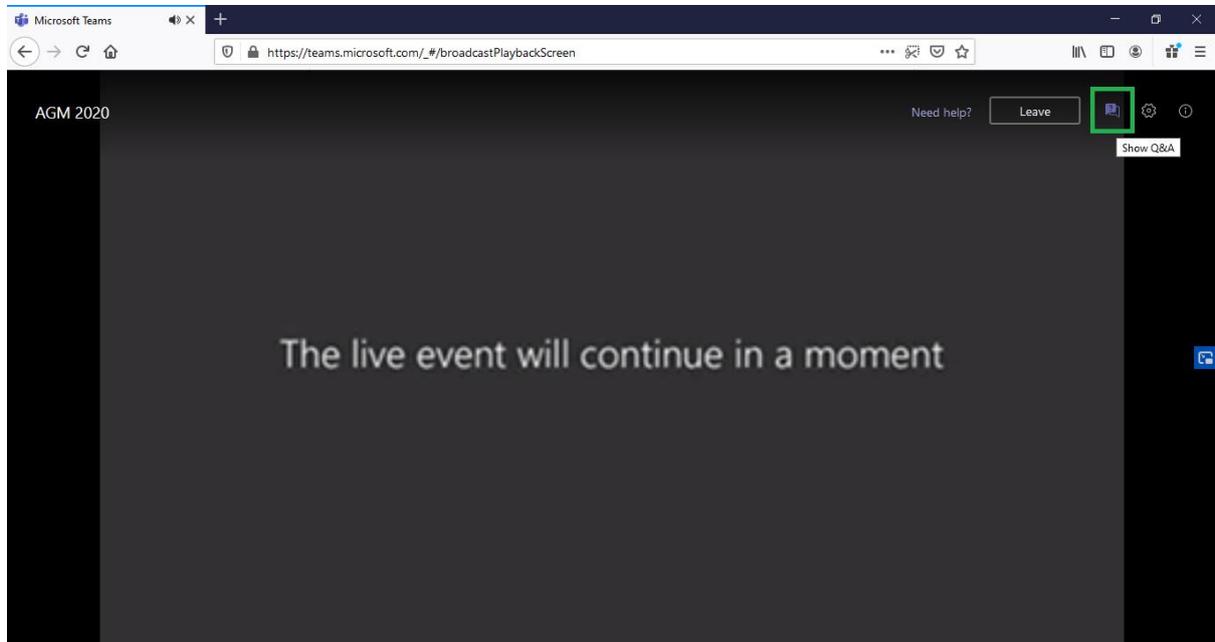


If you have a Microsoft account you can sign in here if you wish, or you may click the link to “Join anonymously” ***You will still be able to enter your name before asking questions if you choose to join anonymously***



Questions and Answers feature

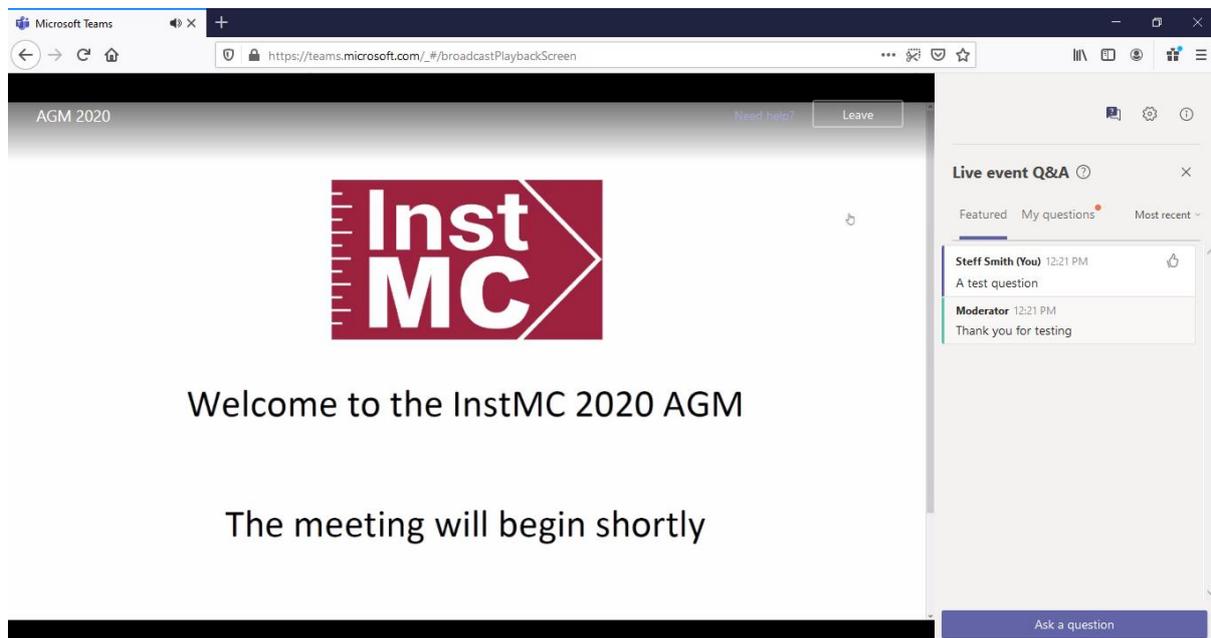
When you first join the meeting, you should be able to see the Question and Answer column visible on the left-hand side of the screen. If you cannot see it, look for and click on the speech bubble icon in the top right-hand corner of the screen to open.



If you have logged in anonymously you can type in your name before writing a question. If you have an account this field will be prefilled.

Please note that all questions are moderated before being publicly visible, and anonymous questions may not be published.

You can see all the questions which have been asked and published by clicking on “Featured” questions. This is also where you can see replies you have received, or announcements made by the moderators.



Voting

The Institute will be using a separate secure voting platform to allow members to vote on motions live during the meeting. We will send you your login details and a user guide closer to the date of the meeting.

If you are unable to attend the meeting, you can complete a proxy form to cast your votes for the AGM and EGM motions. Copies of the form are available on events page of the InstMC website (instmc.org/events) and should be returned to the Chief Executive before midnight 16th June 2020.