

Online Meeting Guide

Before you begin

Ensure your browser is compatible.
Check your current browser by going to
the website: **whatismybrowser.com**

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Edge – 92.0 and up

**To attend you must have your member
number.**

**Please make sure you have this
information before proceeding.**

Online Meeting Guide



Welcome to the CPA AUSTRALIA ANNUAL GENERAL MEETING

CPA AUSTRALIA

Please register your details to participate

Full Name

Mobile (e.g. 022 123 1234)

Email

I am a...

I have read and accept the [Terms & Conditions](#)

REGISTER AND WATCH AGM

Help Number: 1800 990 363

Step 1

Go to www.cpaaustralia.com.au/agm, select 'Webcast AGM' and click on the link to the meeting.

Step 2

Log in to the portal using your full name, mobile number and email address, and participant type

Please read and accept the terms and conditions before clicking on the **'Register and Watch Meeting'** button.

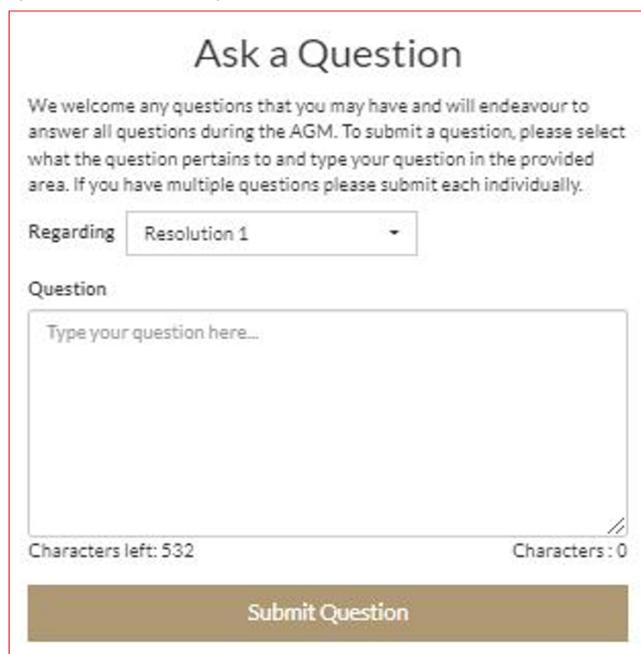
- On the left – a live webcast of the Meeting starts automatically once the meeting has commenced. If the webcast does not start automatically please press the play button and ensure the audio on your computer or device is turned on.
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – button for 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

Online Meeting Guide *continued*

1. How to ask a written question

The **'Ask a Question'** box will pop up and you have the option to type in a written question or ask an audio question over the phone line.



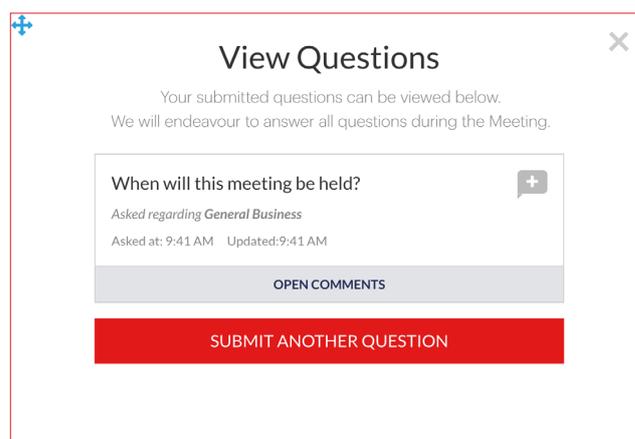
The 'Ask a Question' form has a title 'Ask a Question' and a welcome message: 'We welcome any questions that you may have and will endeavour to answer all questions during the AGM. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.' Below this is a 'Regarding' dropdown menu with 'Resolution 1' selected. A large text area labeled 'Question' contains the placeholder 'Type your question here...'. At the bottom left, it says 'Characters left: 532' and at the bottom right 'Characters: 0'. A brown 'Submit Question' button is at the bottom.

In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

Click in the **'Question'** section and type your question and click on 'Submit'.

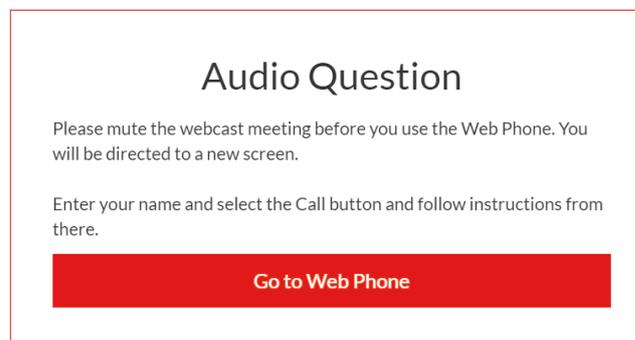
A **'View Questions'** box will appear where you can view your questions at any point. Only you can see the questions you have asked.

Note that not all questions are guaranteed to be answered during the Meeting, but we will do our best to address your concerns.



The 'View Questions' box has a title 'View Questions' and a close button (X). It contains the text: 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' Below this is a question card: 'When will this meeting be held?' with a plus icon. Underneath the question, it says 'Asked regarding General Business' and 'Asked at: 9:41 AM Updated: 9:41 AM'. A grey bar with 'OPEN COMMENTS' is below the question card. At the bottom is a red button labeled 'SUBMIT ANOTHER QUESTION'.

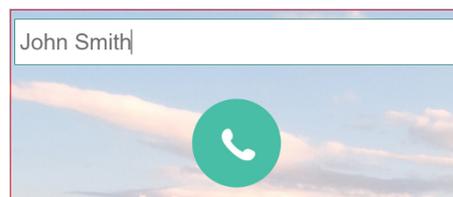
1a. How to ask an audio question



The 'Audio Question' form has a title 'Audio Question' and a message: 'Please mute the webcast meeting before you use the Web Phone. You will be directed to a new screen.' Below this is another message: 'Enter your name and select the Call button and follow instructions from there.' At the bottom is a red button labeled 'Go to Web Phone'.

Step 1

Click on **'Go to Web Phone'**



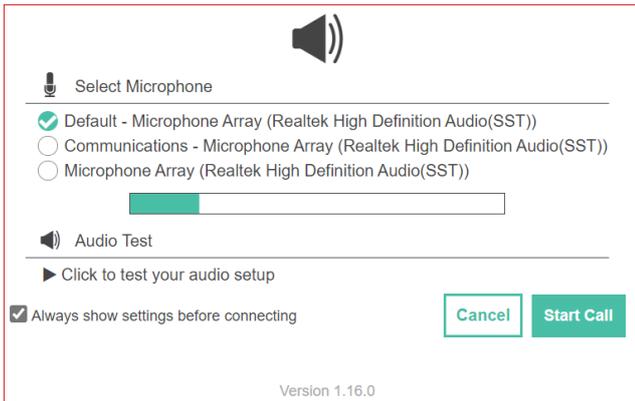
This screenshot shows a text input field containing 'John Smith' and a green circular call button with a white telephone handset icon, set against a background of a cloudy sky.

Step 2

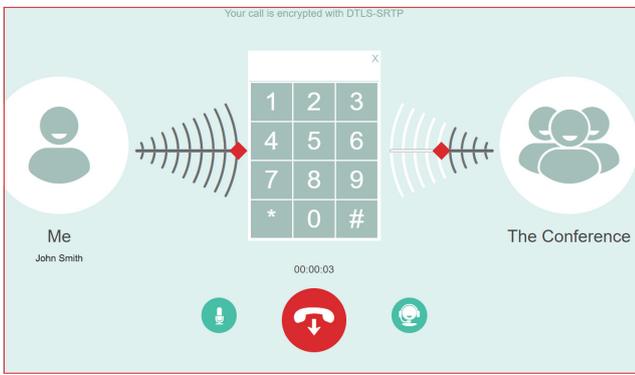
Type in your name and hit the green call button. You will then be in the meeting and able to listen to proceedings.

Step 3

A box will pop up with a microphone test. Select **'Start Call'**



Step 4



You are now in the meeting (on mute) and will be able to listen to proceedings.

When the Chair calls for questions or comments on each item of business, press *1 on the keypad on your screen for the item of business that your questions or comments relates to. If at any time you no longer wish to ask a question or make a comment, you can lower your hand by pressing *2 on the keypad.

Step 5

When it is time to ask your question or make your comment, the moderator will introduce you to the meeting. Your line will be unmuted and you will be prompted to speak. If you have also joined the Meeting online, please mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other shareholders.

Step 6

Your line will be muted once your question or comment has been asked / responded to

Step 7

You can hang up and resume watching the meeting via the online platform. If you would like to ask a question on another item of business, you can repeat the process above.

Please ensure you have muted the webcast audio.

2. Downloads

View relevant documentation in the Downloads section.

Contact us

Australia

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