

GUIDANCE NOTE

The TENTH ANNUAL GENERAL MEETING of the Chartered Institution of Highways & Transportation will be held virtually on Wednesday 24 June 2020 at 16:00hrs. The meeting will be held as a webinar via the GoToWebinar online application.

Who can attend?

- **Only full voting members can attend the AGM and participate in voting.**
- If a member would like someone else to attend the AGM as their proxy, they should contact governance@ciht.org.uk by 22 June 2020.

How do I register to attend the meeting?

- You can book your place at the AGM via the CIHT website: <https://www.ciht.org.uk/event/ciht-agm/> . In order to book a place, you will need your MyCIHT login details. If you do not have your MyCIHT login details, you should visit <https://www.ciht.org.uk/forgotten-password/> and follow the instructions on the page.
- Once your booking is recorded, you will receive joining instructions via a confirmation email providing a link to the GoToWebinar registration page. You will then need to register for the webinar so you receive a link to the meeting that can be used on the day.

Before the meeting

- It is suggested that members watch the following video with guidance on how to join webinars and secure the best experience: <https://www.youtube.com/watch?v=PH-bG9LH7Ag>. Members can also test out their audio and video settings before the day.

During the meeting

- Once the AGM starts, all attendees will be muted.
- A short video will be played to offer instructions on how the meeting will be conducted and how members might raise a question or participate in a vote via the system control panel.
- All members should be able to view the proceedings and be heard (ie if invited to speak).
- During the AGM, the President/presenter will indicate when members are welcome to contribute.

Operating the GoToWebinar Control Panel

- At the start of the AGM, the short video will introduce how you use the functions in the control panel to
 - Participate in a vote
 - Raise a question or ask to speak on a point

- The control panel will appear in the upper right-hand corner of the screen and the system automatically collapses it. To expand it, click on the red arrow.
- When the President invites questions or asks if anyone has any objections, members can use the “raise hand” facility in the control panel to indicate that they would like to contribute. An organiser will then unmute that member so they can ask their question.
- Alternatively, members can ask questions using the question box in the control panel. Questions submitted will be sent to organisers directly without other attendees seeing them. They will then be read by an organiser.

Now viewing **CIHT Webinar's** screen

Talking: [] Zoom: 141% Screenshot

Expand control panel →

Raise hand →

Type question and press send →

File View Help

Audio

Questions

Welcome to the tenth AGM of the Chartered Institution of Highways & Transportation

Raise hand

INSERT QUESTION HERE

Send

CIHT

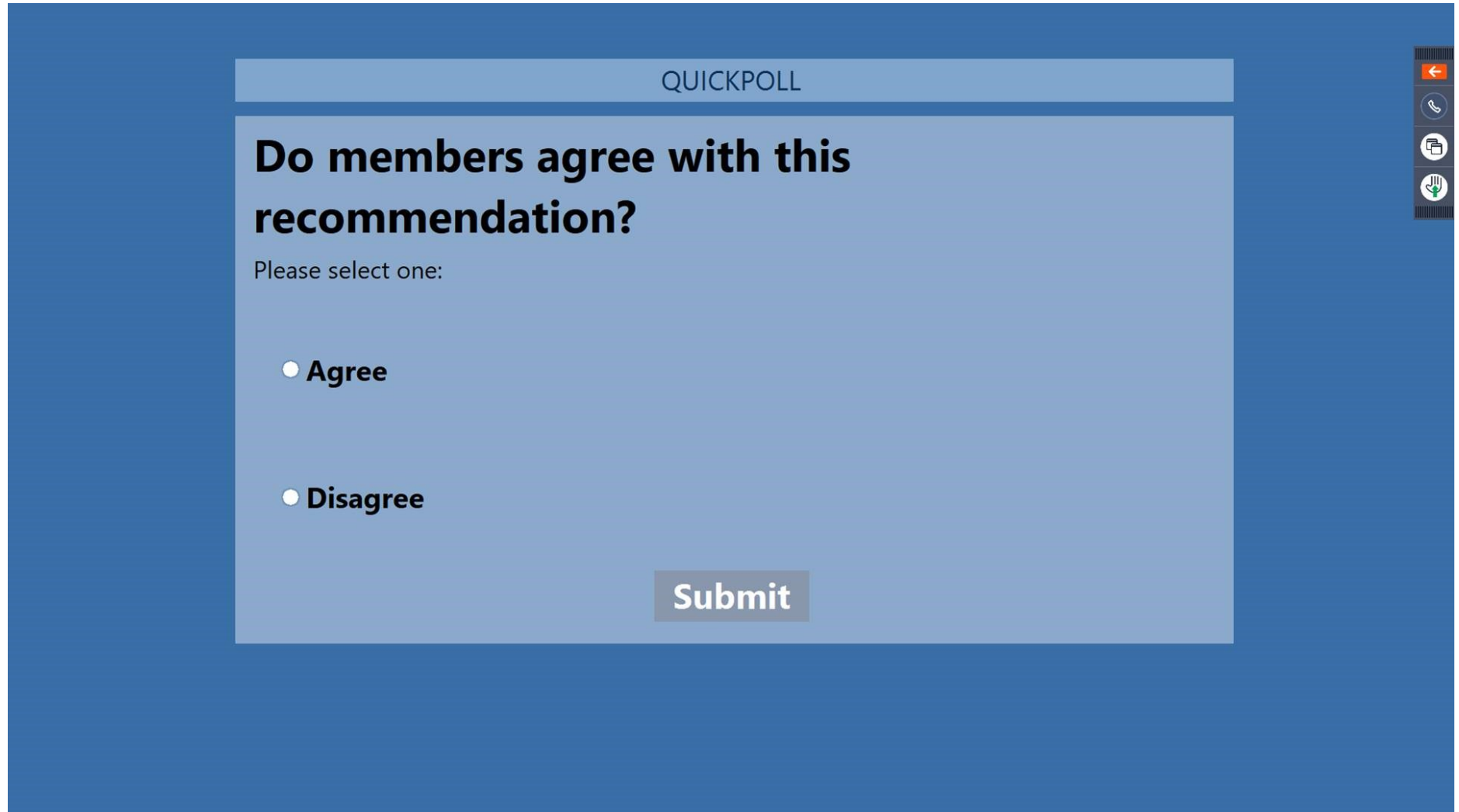
CIHT AGM

24 June 2020

CIHT AGM
Webinar ID: 955-868-195

GoToWebinar

- Agenda items that require members to vote on a recommendation will be decided via polls. A poll is a multiple-choice question which will appear on the screen and from which members can choose an option to vote. Once prompted, members should click the box next to their selected option then click the submit button to cast their vote. An example of a poll can be seen below.



QUICKPOLL

Do members agree with this recommendation?

Please select one:

- Agree
- Disagree

Submit