

GUIDANCE NOTE

The ELEVENTH ANNUAL GENERAL MEETING of the Chartered Institution of Highways & Transportation will be held virtually on Wednesday 23 June 2021 at 16:00hrs. The meeting will be held as a webinar via the Zoom Webinar 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 21 June 2021.

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-2021/>. 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 Zoom Webinar 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.

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 (i.e., if invited to speak).
- During the AGM, the President/presenter will indicate when members are welcome to contribute.

Operating the Zoom Control Panel

- At the start of the AGM, a 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 at the bottom of the screen.
- When the President invites questions or asks if anyone has any objections, members can use the “raise hand” facility to indicate that they would like to contribute. An organiser will then unmute that member so they can ask their question.

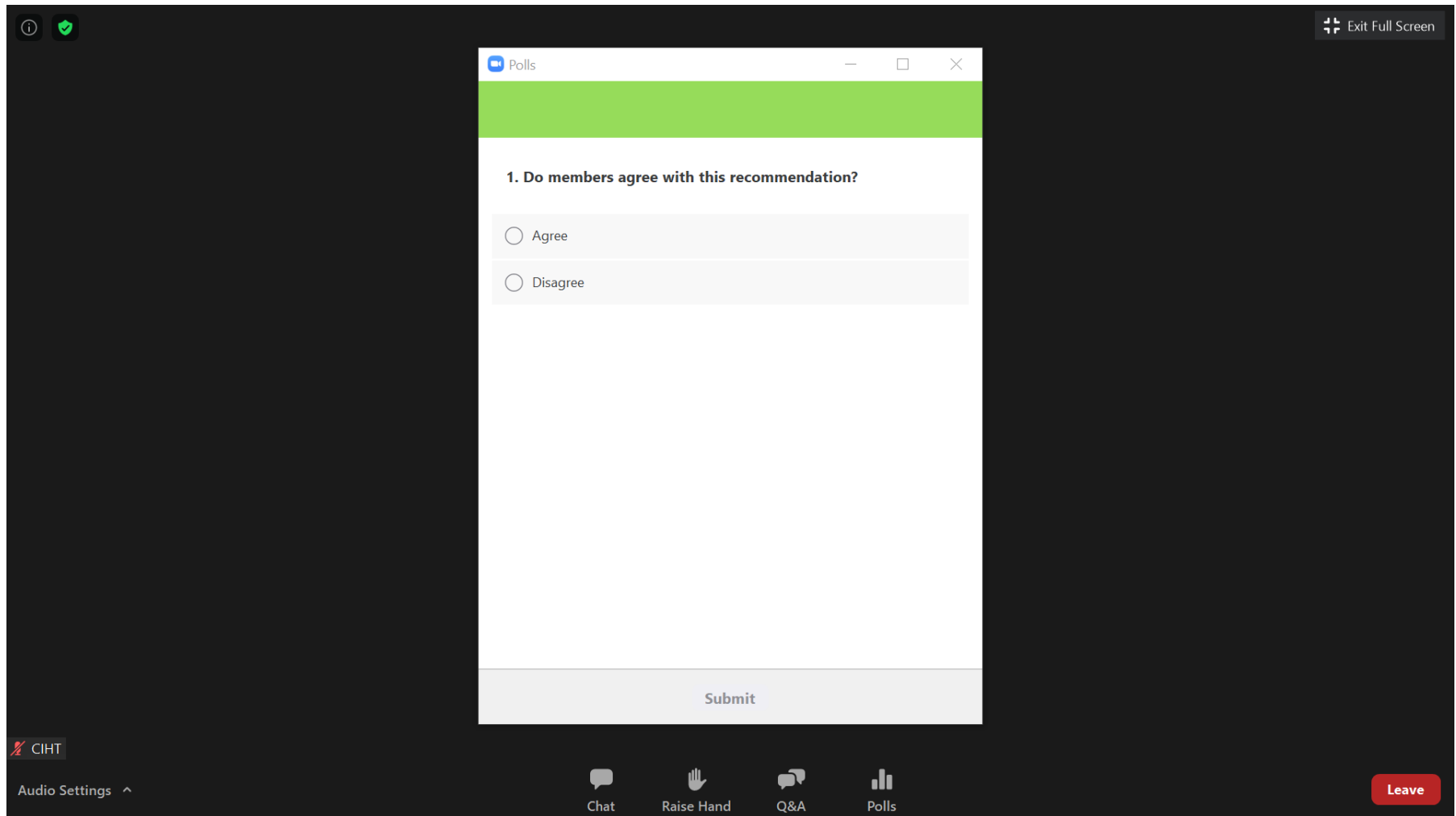
- Alternatively, members can ask questions using the Q&A function in the control panel. Questions submitted will be sent to organisers directly and will be read by an organiser/presenter.



Raise Hand

Ask questions

- 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.



The screenshot displays a Zoom meeting interface with a poll window open. The poll window has a green header bar and a title bar that says "Polls". The question is "1. Do members agree with this recommendation?". There are two options: "Agree" and "Disagree", each with a radio button. A "Submit" button is at the bottom of the poll window. The Zoom interface includes a top bar with an information icon and a green checkmark, and an "Exit Full Screen" button. The bottom bar shows "Audio Settings ^", icons for Chat, Raise Hand, Q&A, and Polls, and a red "Leave" button. A "CIHT" logo is visible in the bottom left corner.

1. Do members agree with this recommendation?

☐ Agree

☐ Disagree

Submit

CIHT

Audio Settings ^

Chat Raise Hand Q&A Polls

Leave

Exit Full Screen