

# How to register for IChemE's AGM and use key features in the webinar



# Register online

- Visit the registration webpage:  
<https://attendee.gotowebinar.com/register/6160599240179350285>
- Enter your first name, last name and email address.
- Chartered Members and Fellows should enter '(V)' after their **last name** to indicate they are a Voting Member.
- Choose your **membership grade** from the drop down menu. (IChemE employees should use 'IChemE staff member'.)
- Enter your membership number.
- Click register.

IChemE AGM 2020

Mon, Jun 15, 2020 8:00 AM - 9:00 AM BST  
[Show in My Time Zone](#)

If you are a chartered member or fellow, please enter (V) after your last name in the 'Last Name' field.

If you have any questions on the Annual Review and Financial Accounts please submit them in advance to [communications@icheme.org](mailto:communications@icheme.org)

\*Required field

First Name\*

Last Name\*

Email Address\*

Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect confidential or sensitive personal information (e.g., financial information, social security numbers).

Membership grade

IChemE membership number

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.



- The webpage will then state you have registered for the virtual meeting.
- Click '**Add to calendar**' and choose the calendar associated with your email address (eg Outlook Calendar, Google Calendar or iCal).
- Click the **pop up** that then appears at the bottom of the webpage.

You're Registered!

IChemE AGM 2020

Mon, Jun 15, 2020 8:00 AM - 9:00 AM BST

Add to Calendar ▾

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: [membergroupss@icheme.org](mailto:membergroupss@icheme.org)

To Cancel this Registration

You may [cancel your registration](#) at any time.

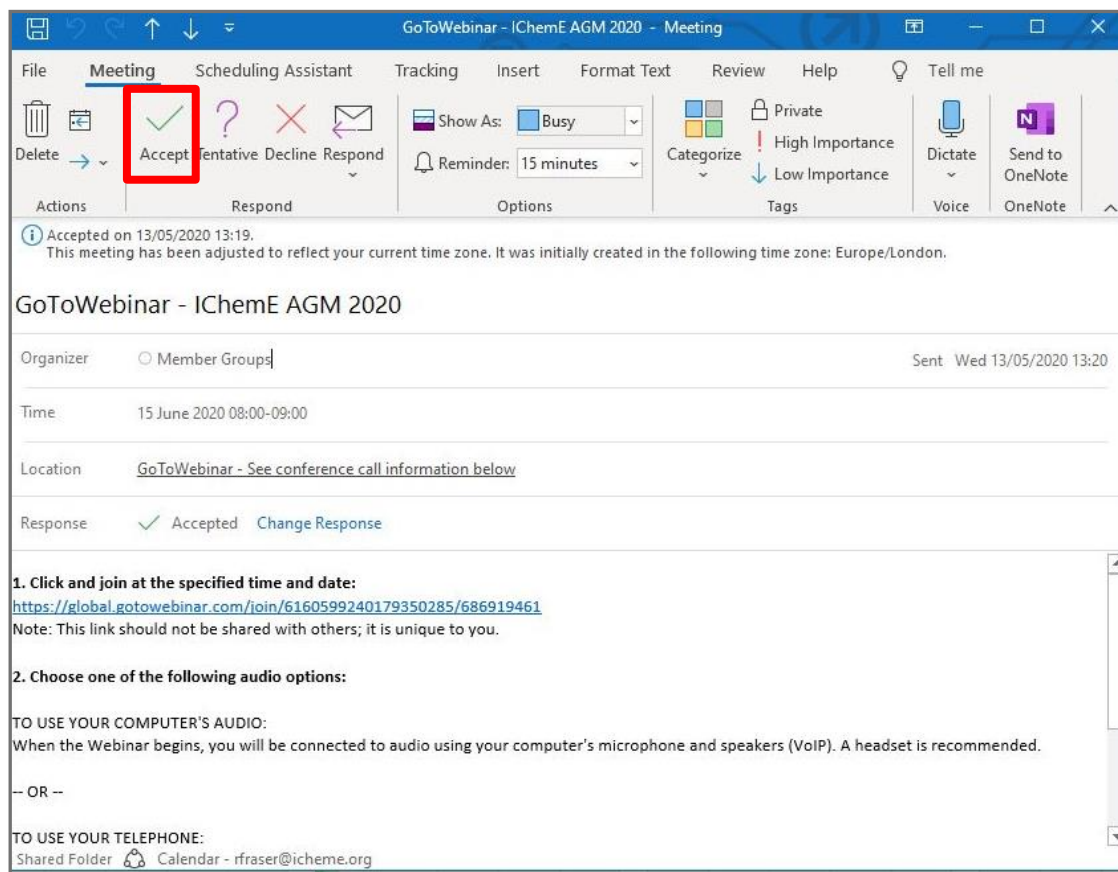
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View the [GoToWebinar Privacy Policy](#)

IChemE AGM 2020...ics



- It will then pop up as a meeting appointment in your calendar.
- Click '**Accept**' to add it to your calendar.
- Note: the registration link is unique to you and should not be shared with others.
- The appointment will also include telephone dial in details, should you wish to use telephone audio, instead of your computer audio.



- You will also receive a confirmation email, as well as reminder emails the day before the virtual meeting will take place.
- At the time of the meeting, click 'Join webinar'

Thank you for registering for "ICHEME AGM 2020".

If you are a chartered member or fellow, please enter (V) after your last name in the 'Last Name' field.

If you have any questions on the Annual Review and Financial Accounts please submit them in advance to [communications@icheme.org](mailto:communications@icheme.org).

Please send your questions, comments and feedback to: [membergroupss@icheme.org](mailto:membergroupss@icheme.org)

### How To Join The Webinar

Mon, Jun 15, 2020 8:00 AM - 9:00 AM BST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United Kingdom: +44 330 221 9922

Access Code: 460-107-610

Audio PIN: Shown after joining the webinar

Webinar ID: 893-283-323

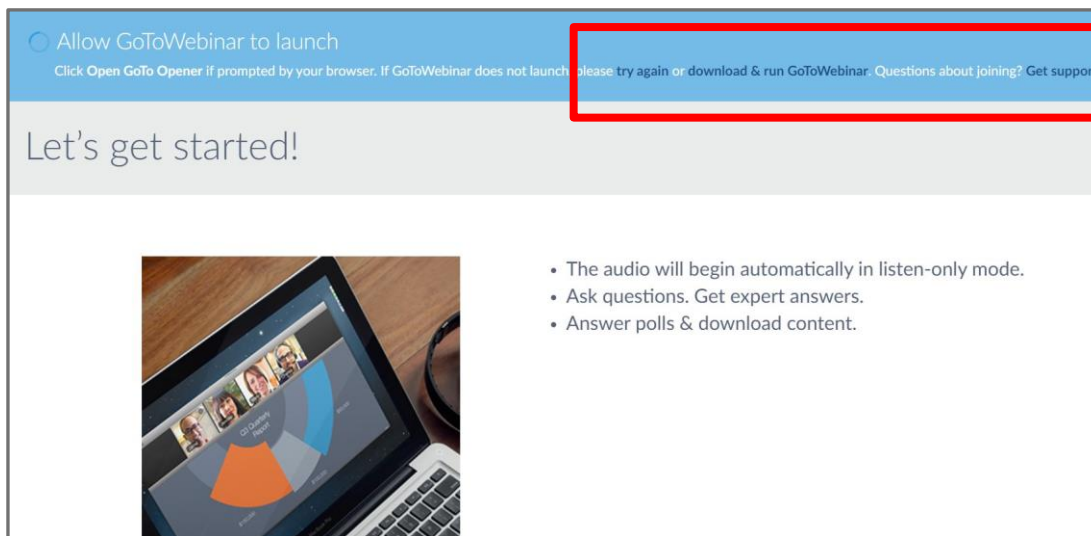
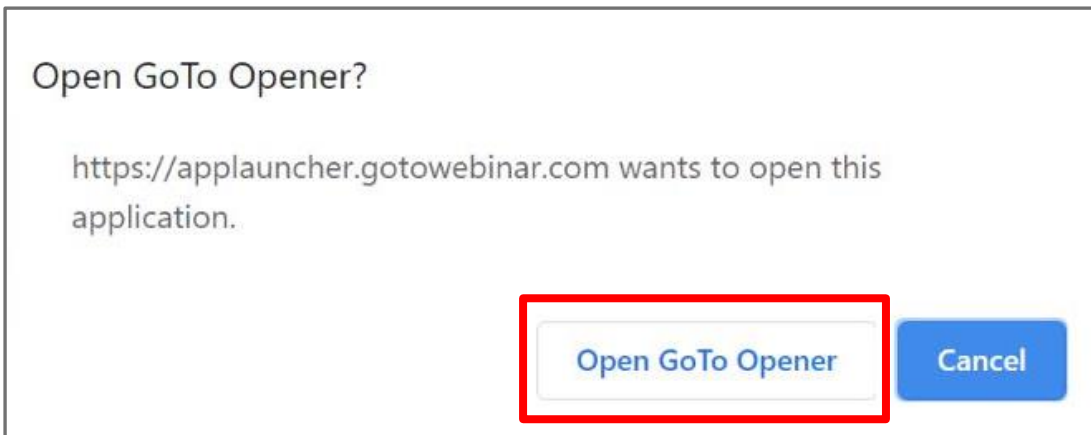
### To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.



# Joining the webinar

- IChemE uses an online software called GoToWebinar to run the virtual meeting.
- When you click to join the webinar, your internet browser will open and ask you to launch GoToWebinar.
- Click 'Open GoTo Opener'.
- If it does not work, click 'try again' or 'download and run GoToWebinar'.
- For any issues using GoToWebinar visit the Support centre:  
<https://support.goto.com/webinar>



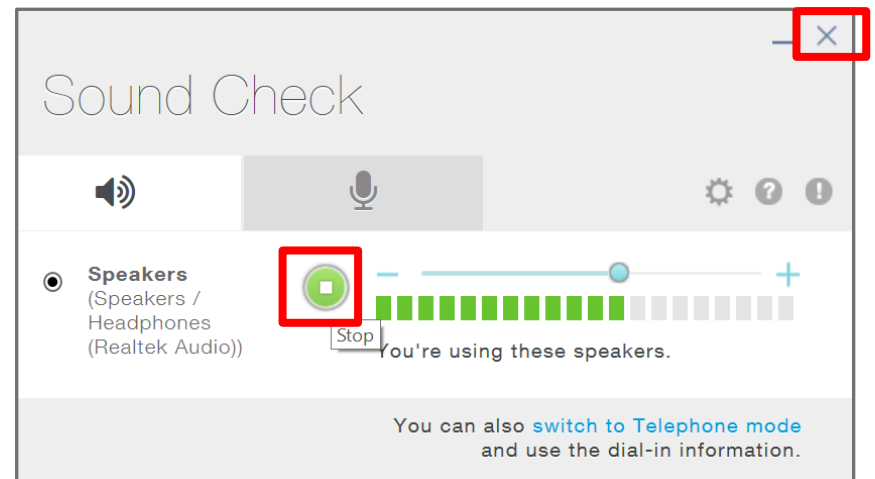


- If you join the meeting before the IChemE organiser, Go To Webinar will display a note stating 'The meeting will begin when the organiser arrives'.
- Once the meeting begins you will see a PowerPoint presentation.
- There is also a **control panel** on the right-hand side of the screen.
- Click on the orange arrow to expand the control panel.
- Note: All attendees will automatically join the meeting in 'listen only mode'. Attendees microphones can only be unmuted by a meeting organiser.



# Using key features – testing your audio

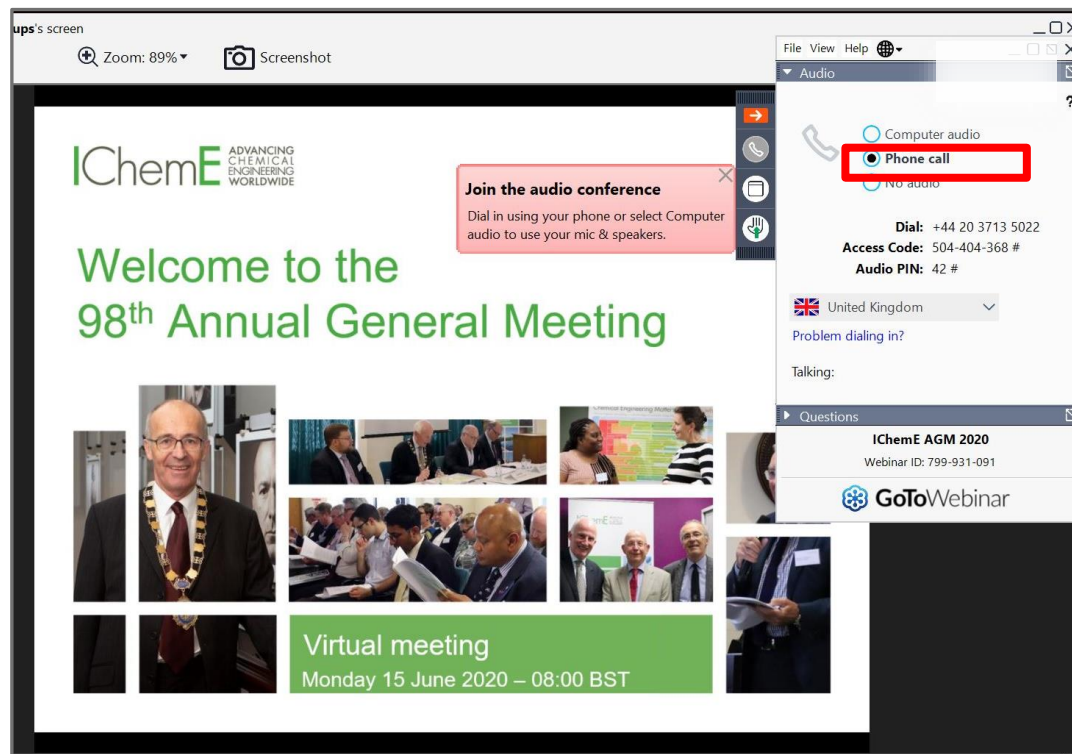
- The webinar automatically assigns attendees to use 'computer audio'.
- To test your audio, click '**Sound check**'.
- A new window will open, and you can click the **green play** sign to listen to the sound and adjust with the plus or minus button.
- Click the **green stop** button to stop the audio test and '**x**' to exit the audio test.





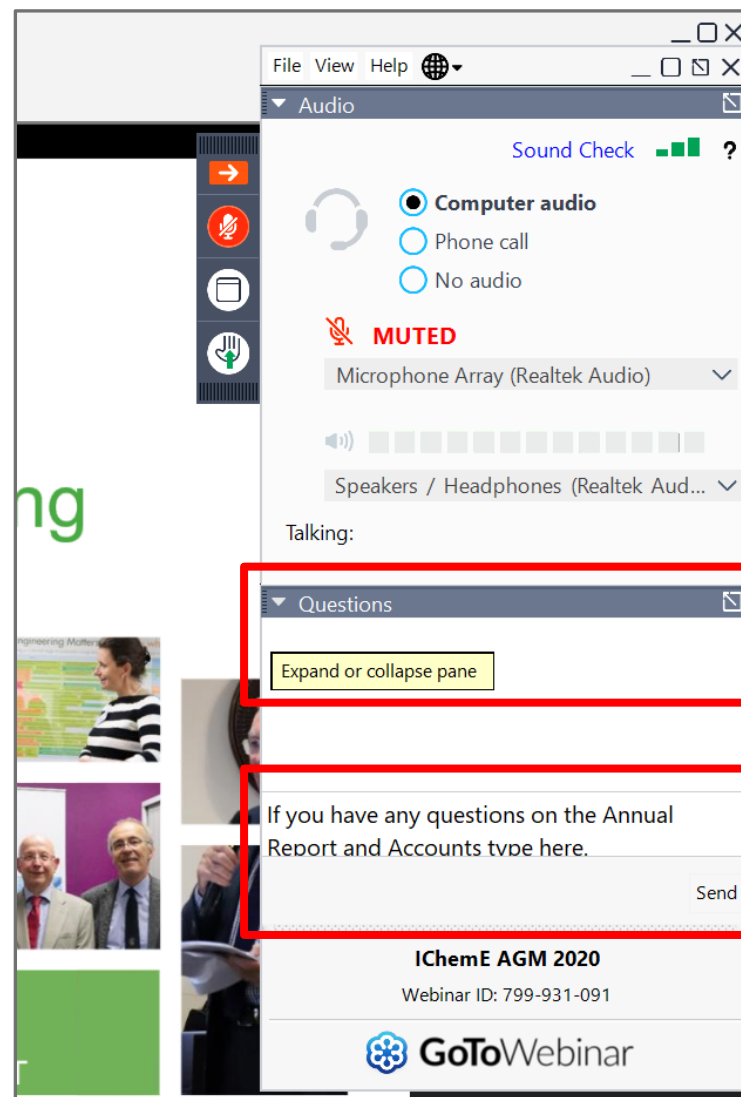
# Using key features – dial in by phone

- If you are in an area where you cannot listen to the 'computer audio' aloud, do not have headphones or have any issues with audio using the audio through your computer, laptop or tablet device, you may wish to watch the webinar on your device with your device muted, and dial in by phone into listen to the audio.
- For this, in the audio options select '**Phone call**' and use the telephone dial in details provided in your calendar meeting invite and follow those instructions.



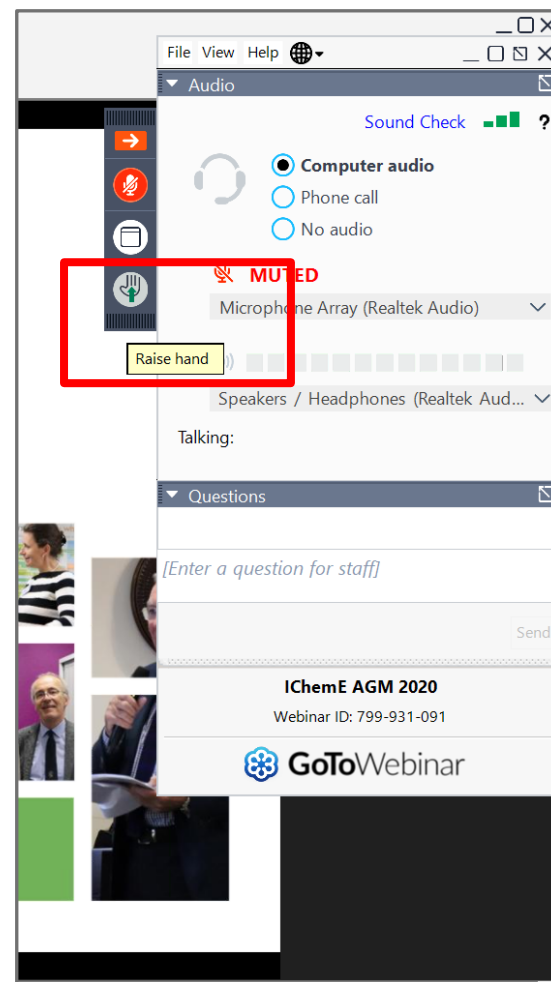
# Using key features – ask a question

- Towards the end of the AGM, members will have the opportunity to ask questions relating to the [Annual Review](#) and [Financial Accounts](#).
- We encourage you to submit these questions ahead of the AGM by emailing them to [communications@icheme.org](mailto:communications@icheme.org). We endeavour to answer as many questions in the virtual meeting as possible. All questions and answers will be posted on IChemE's website after the meeting.
- Alternatively, if you wish to submit your question during the virtual meeting, then click to expand the 'Questions' section, type your question into the box below and click 'send'.



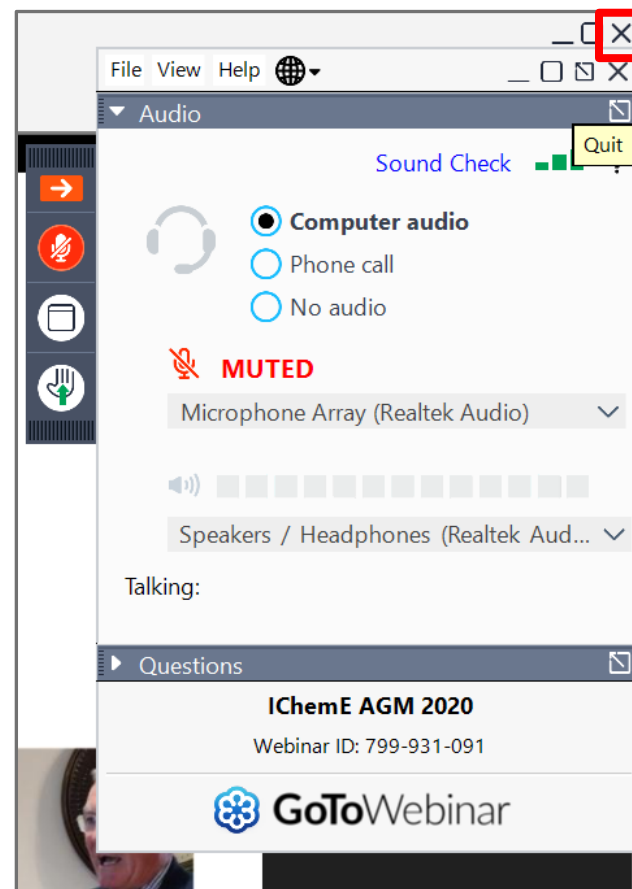
# Using key features – raise a hand to vote

- During the meeting, the President or Chief Executive will ask Voting Members to vote on proposed matters.
- When asked to do this, Voting Members should click the '**Raise hand**' button to confirm their vote is in agreement with what is being proposed.
- Voting Members should not click to raise their hand if they disagree with the proposed matter.
- To remove your hand from being raised, simply click this again.
- Note: Once organisers have counted the vote, Voting Members will need to remove their raised hands after voting on one matter. This will ensure organisers can count the exact number of votes per matter and allow Voting Members to vote on another matter.



# Leaving the meeting

- At the end of the meeting, the IChemE meeting organiser will click to end the meeting for all attendees.
- Should you wish to leave ahead of this, click the 'X' button in the top right-hand corner of the webinar.



# Recording of the virtual meeting

A recording of IChemE's AGM 2020 will be made available to members after the virtual meeting has taken place.

