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](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.
- 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 (e.g., Outlook Calendar, Google Calendar, or iCal).
- Click the pop up that then appears at the bottom of the webpage.
- 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’
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.
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. 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.