



## Santropol Roulant AGM March 28, 2024

### Technology Instructions

Hello, dear member! Here is some information that will help you navigate the online portion of this meeting.

#### Livestream & chat

👉 **To access the livestream and live chat** as of 5:30pm, go to our YouTube channel at the following link <https://www.youtube.com/watch?v=8YDjkG5Cum4>

If you can't access it, you can find our channel on Youtube: [www.youtube.com/c/SantropolRoulantMtl](http://www.youtube.com/c/SantropolRoulantMtl) or by searching "Santropol Roulant" and you should see the AGM livestream.

👉 **To interact and ask questions** during the Q&A periods, **use the live chat function beside the video**. Feel free to communicate in French or English. Staff members will be watching the chat and making sure questions are recorded for the assembly to answer.

👉 **Please note** that online audience members **will not be able to participate** in the candidate **Chatting Stations** due to their more informal conversational format.

👉 **To use the chat**, you will need to login with a Google account and follow the instructions.

👉 **If you are unable to login**, you can still watch the event without using the chat. **But, if you have a question you would like to have answered by the assembly**, please call the Roulant (**514-284-9335**) and we'll make sure your question is recorded.

#### Important documents

👉 **You should have received a link to the necessary documents via email** if you registered for the AGM.

👉 **Documents are also available online** in the description of the event on YouTube and on our website here: [bit.ly/SR-AGM2024](http://bit.ly/SR-AGM2024)

Don't worry if you didn't have time to read the documents before the event, you can look at them during the event for reference! Almost all of this information will be repeated during the event.

## Voting instructions

**This year** we will be taking all online and remote participants' votes **by phone**.

👉 **You must register to attend the AGM if you want to vote**, so we can send you the appropriate documentation before the event.

👉 **Please wait for the voting period to begin** before placing your vote. If you are unable to wait until the voting period or have made a prior arrangement, then you may call in early.

👉 **When you are ready**, please call the Roulant at **514-284-9335**, and a volunteer will take your vote over the phone. We will ask if you have registered to vote and validate that you are a member.

If you have a question about voting, **please call the Roulant at 514-284-9335**.

## Questions or Tech Problems during the event

👉 **Please call the Roulant at 514-284-9335** if you have any questions or issues about:

- Accessing information
- Voting questions or issues
- If you are unable to use the chat and have a question to bring to the assembly

Please be patient as there may be a high volume of calls. If your call does not get answered, wait a couple of minutes and call back. We have 2-3 staff members ready to help you.

If you miss anything during the event, a recording will be available right afterwards.

Thank you for your patience and support, we hope your systems run smoothly!