

Online Meeting Guide

2023 Joint Consultation, GAC AGM and GIPL AGM

06 OCT 2023, 09:00 AWST



Scan to join the meeting

Attending the meeting virtually

Those attending online will be able to view a live webcast of the meeting.
Members and Beneficiaries can ask questions and submit votes in real time.

IMPORTANT

RECEIVING YOUR USERNAME

You will receive your username from Gumala by SMS or email. If you have not received your username by **13 September**, please contact the Gumala office as soon as possible by calling **9219 4500** or emailing **OnlineAGM@gumala.com.au**.

CHECK YOUR LOGIN DETAILS BEFORE 4 OCTOBER


It is very important that you test your username and password as soon as possible. If you find your login details are not working, please contact the Gumala office on **9219 4500** or by emailing **OnlineAGM@gumala.com.au** before **4 October**. From 1pm, 5 October the Gumala office and phonelines will be closed and we will be unable to assist.

To participate online, you'll need:


- A smart phone, tablet or computer
- Internet access
- The latest version of Chrome, Safari, Edge or Firefox
- Your login details
- Username (provided by Gumala, *see above for details*)
- Password (your year of birth e.g YYYY)

Participating at the meeting

- 1 To participate in the meeting, visit <https://web.lumiagm.com/310103634> or scan the QR code at the top of the page. Alternatively, visit web.lumiagm.com and enter the unique 9-digit Meeting ID, 310-103-634



- 2 To enter the meeting, you will need to read and accept the Terms and Conditions.

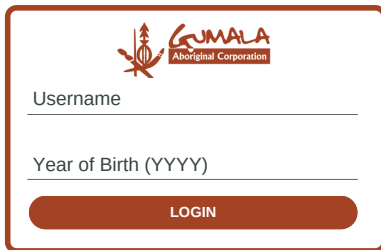

Terms and Conditions

Prior to registering for the meeting, it is important that you read and accept the Terms & Conditions. To access the Terms and Conditions please click on the following link:
[Terms and Conditions](#)

☐ I agree to all of the above terms and conditions

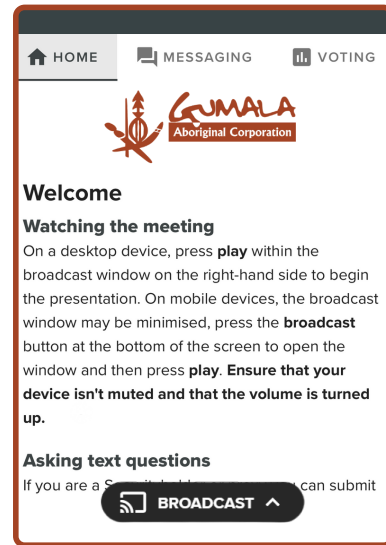
3 To register your attendance, enter your username and year of birth (YYYY).

Your username is provided by Gumala and is 1 letter followed by 4 digits i.e. **B1234**. The first letter represents your language group, **B** for Banjima, **Y** for Yinhawangka, **N** for Nyiyaparli; and the remaining 4 digits are unique to each member.

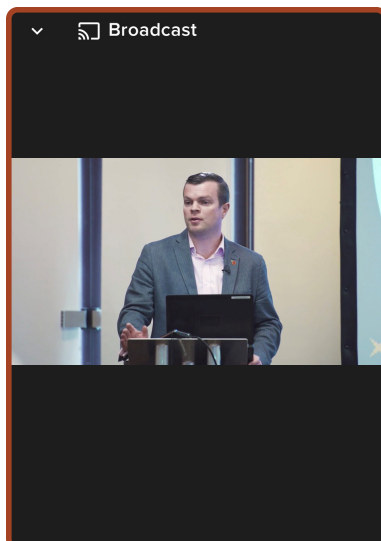


The login form features the Gumala Aboriginal Corporation logo at the top. Below the logo are two input fields: 'Username' and 'Year of Birth (YYYY)'. At the bottom of the form is a red 'LOGIN' button.

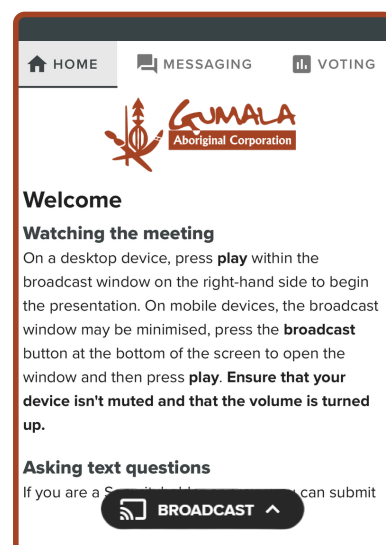
4 Once logged in, you will see the home page, which displays the meeting title and instructions.



5 On a desktop/laptop device the webcast will appear at the side automatically. On a mobile device, select the broadcast icon at the bottom of the screen to watch the webcast.




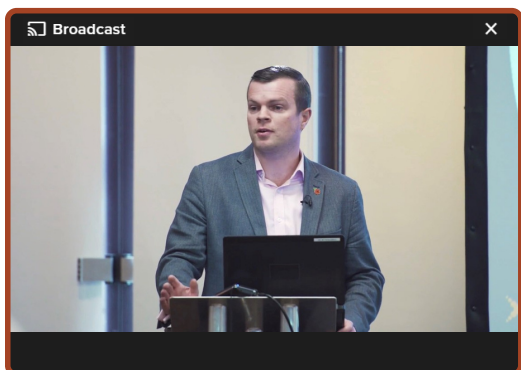
6 During the meeting, mobile users can minimise the webcast at any time by selecting the arrow by the broadcast icon. You will still be able to hear the meeting. Selecting the broadcast icon again will reopen the webcast.




Need help?

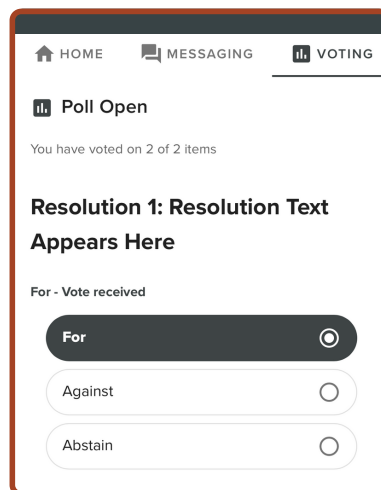
If you require any help using the the Lumi system before or during the Meeting, please call +612 8075 0100 so Lumi can assist you.



- 7 Desktop/laptop users can watch the webcast full screen, by selecting the full screen icon  . To reduce the webcast to its original size, select the X at the top of the broadcast window.

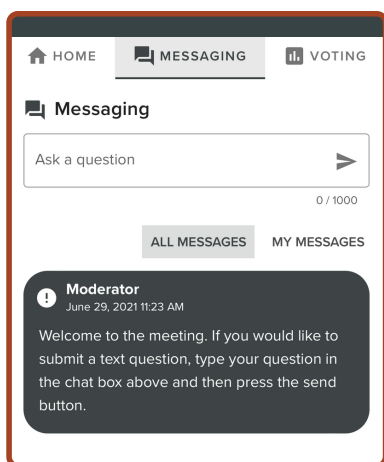


- 8 When the Chair declares the poll open:
- A voting icon  will appear on screen and the meeting resolutions will be displayed
 - To vote, select one of the voting options. Your response will be highlighted
 - To change your vote, simply select a different option to override

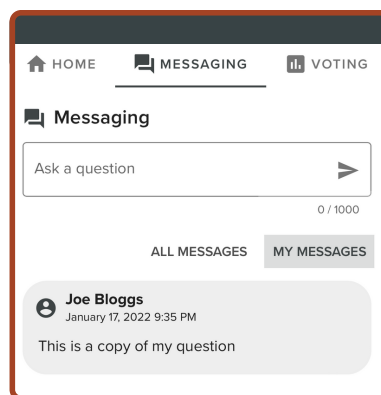
There is no need to press a submit or send button. Your vote is automatically counted. Votes may be changed up to the time the Chair closes the poll.






- 9 To ask a written question, tap on the messaging icon , type your question in the chat box at the top of the screen and select the send icon  . Confirmation that your message has been received will appear.



- 10 Questions sent via the Lumi platform may be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language. A copy of your sent questions, along with any written responses from the meeting team, can be viewed by selecting "my messages".



Icon descriptions

-  **Home tab** - Displays meeting instructions
-  **Messaging tab** - Submit written questions or comments
-  **Voting tab** - View and select voting options. Only visible once the chair opens voting