



Affinity
CREDIT UNION LTD.



**VIRTUAL
AGM GUIDE**

2023

THIS DOCUMENT OUTLINES:

- THE REGISTRATION PROCESS
- FREQUENTLY ASKED QUESTIONS
- IMPORTANT INFORMATION FOR REGISTERED MEMBERS



REGISTRATION PROCESS:

Who can register to attend our virtual AGM on 06/12/2023?

All Affinity Credit Union members are welcome to register to attend our virtual AGM 2023. Please note that only Affinity Credit Union members whose registration has been validated against our records by the Credit Union, and who have received a link with the Zoom details, can participate.

To register, please email agm@affinitycu.ie with the following details:

- Your member number
- Your full name
- Your address

Alternatively, please fill in the online form on our website, visit www.affinitycu.ie/news-events/agm-2023

When can I register?

Registration is open now and will close on Friday, 1st December 2023 at 5pm.



**REGISTER EARLY
AND WIN 1 OF 5
€50 PRIZES**

Register to attend our virtual AGM before Friday the 1st of December 2023 and be in with a chance to win. See above for how to register. 5 lucky winners will be picked from the attendees at our live virtual AGM.

What happens after I have registered?

All registrations must be verified by a member of our staff. Once this has been completed, your registration will be accepted and you will be sent an e-mail with the link to join the Zoom Webinar no later than Tuesday, 05th December, 2023. It is important to keep this e-mail safe as you will need the link to join the Zoom Webinar.

If your details do not match our membership details, your registration will be declined, and you will receive an e-mail to this effect.

The virtual AGM will be commencing at 7.30pm on Wednesday, 06th December 2023. To join, simply click on the link in the e-mail before the meeting is due to begin.

FREQUENTLY ASKED QUESTIONS:

How can I attend the Virtual AGM on 06/12/2023

Affinity Credit Union is using a web conferencing platform called Zoom Webinar to carry out our virtual AGM. Zoom can be accessed by all registered members on their PC, laptop, tablet or mobile.

Do I need to download software to attend Affinity Credit Union's virtual AGM 2023?

No. All members who have registered will receive a link and can access zoom directly through this link. Members can download the Zoom App if they wish but this is not a requirement.

How do I join the virtual AGM 2023?

Once your registration has been approved you will receive an e-mail with the link to join the Zoom Webinar no later than the Tuesday, 05th December 2023.

The virtual AGM will be commencing at 7.30pm on Wednesday, 06th December 2023. To join, simply click on the link in the e-mail before the meeting is due to begin.

Can I log in several times using multiple devices?

The link is unique to each registered member and will only work on one device at a time.

If you share your invite/link with a third party and they join the webinar before you, then you will not gain access.

Can I use my phone to join the virtual AGM?

Yes, you can join on a phone, however, please note that you will not be able to participate in the voting/polling during the virtual AGM, if you are using a phone.

How do I raise a question or communicate a point during the AGM?

If you have a question that you intend asking at the AGM, it would be preferable for you to provide us with the question in advance to enable us to better answer your question.

Please e-mail your questions to agm@affinitycu.ie before Monday 04th, December 2023.

During the AGM, participants at the meeting can use the built in Q&A function to ask a question. Simply type your question, and press submit. If we are unable to answer these questions live, we will follow up with members in the days after the AGM.

Online Voting

You will be allowed to vote in a number of polls on motions. Voting will be done by Electronic Polling. These polls will be conducted anonymously.

How do I vote?

A poll will appear on your screen at the appropriate time. You will be given sufficient time to cast your vote. Click on your answer and press submit. The poll will close and the outcome will be reported to members during the virtual AGM. Please note that you will not be able to participate in the voting/polling during the virtual AGM if you are using audio only.

How will the Member-Attendance Draw be run?

Only members "in attendance" virtually will be included in the draw. The Credit Union Officers (Directors, Board Oversight and Staff) will be excluded from the draw. Five winners will be randomly drawn during the virtual meeting and contacted after the AGM concludes.

IMPORTANT INFORMATION FOR REGISTERED MEMBERS:

Video and Audio settings

By default, all attendees will join the webinar with their microphone muted and with their camera off.

What personal data will be used?

Your name, credit union account number and email address are required to attend Affinity Credit Union's virtual AGM 2023.

It is necessary for Affinity Credit Union to share this data with Zoom (The IT Platform) and AVC (the audio-visual management company) to run the webinar. Neither Zoom nor AVC will share this data with any other party.

At Affinity Credit Union Ltd., we take your privacy seriously and we are fully committed to keeping your information private. Providing and holding personal information comes with significant rights on your part and significant responsibilities on ours. View our Privacy Notice at www.affinitycu.ie/privacy-policy