



ZOOM MEETING INSTRUCTIONS

AOL Annual General Meeting 2026
Monday 16 November 2026, 3.00pm ADST

NOTE: We highly recommend testing your equipment and software in advance of the AGM meeting. If you haven't used Zoom for a while, it may be necessary to update your Zoom desktop client in order to join the meeting.

Zoom System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
 - An HD cam or HD camcorder with a video-capture card
Note: See the list of [supported devices](#).
 - Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.15) or later
- Windows 11
- Windows 10
Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Ubuntu 20.04 or higher
- Mint 20 or higher
- Red Hat Enterprise Linux 9.0 or higher
- Oracle Linux 9.0 or higher
- CentOS 9 or higher
- Fedora 32 or higher
- OpenSUSE 16 or higher
- ArchLinux (64-bit only)
- Other Linux OS with GCC 9.4 or higher

Supported tablet devices

- [Surface PRO 2 or higher, running Windows 8.1 or higher](#)
Notes:
- Tablet PCs running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Tablet PCs only support the desktop client.

Supported web browsers

- Desktop
 - Chrome: Within the current and past 2 years versions
 - Firefox: Within the current and past 2 years versions
 - Edge: Within the current and past 2 years versions
 - Safari: Within the current and past 2 years versions



- Mobile
 - Safari: Within the current and past 2 years versions
 - Chrome: Within the current and past 2 years versions
 - Firefox: Within the current and past 2 years versions

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.

Full system requirements can be found on the Zoom website here: <https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

AGM Housekeeping

No Recording - In line with Members' obligations under the Constitution, the AOL AGM is not permitted to be filmed or voice recorded. Minutes of the AGM will be tabled to members as per normal procedures.

Registered Members and Invited Guests Only - Only valid members, who have registered or invited guests can be online and access the virtual AGM presentation. In accordance with the Constitution, no unapproved guests are allowed to attend.

Video Must Be On – To ensure we can properly identify participants, your video must be on at all times during the AGM and your microphone must be muted (see instructions below).

Edit your Zoom display name (*before joining the meeting*)

All participants are required to display their full member name and membership number in Zoom.

How to access your profile

1. Sign into the Zoom web portal in your web browser: <https://zoom.us/>
2. In the navigation menu, click 'Profile'.

You can view and edit the following settings:

- 1) First Name and Last Name.
- 2) Display Name: This is the name that appears on your profile across the Zoom platform, such as your profile card and in meetings and webinars.
- 3) Ensure you hit 'Save' after each change.

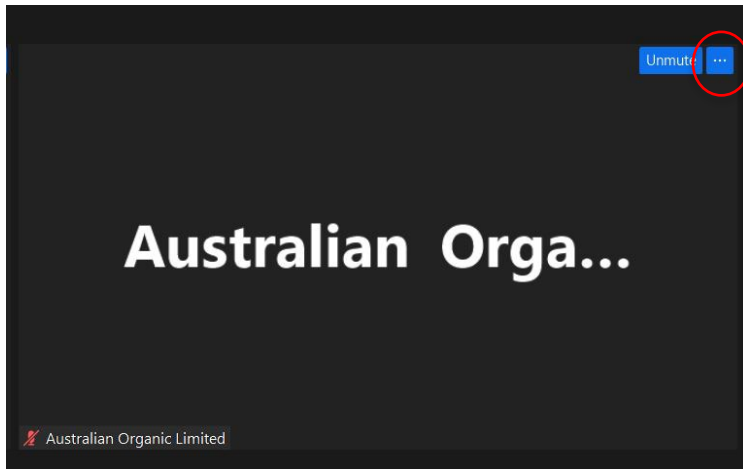
Edit your Zoom display name (*during a meeting*)

To edit your display name during the meeting:

1. Hover over your name or video in Zoom until you see 3 dots in the right corner.
2. Click on the 3 dots and select 'Rename'
3. You can then add your full name and membership number as your display name.



e.g. Australian Organic Limited 12345



Logging into the AGM Zoom Meeting

NOTE: the below screenshots are taken from Google Chrome web browser on desktop.

1. Open the AGM Meeting email confirmation from Zoom (Subject: 'Australian Organic Limited AGM 2023 Confirmation'). You will only receive this once AOL has approved your registration.
2. Click on the 'Join Meeting' link or the long link (highlighted in yellow below).

Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:

https://us02web.zoom.us/j/84729842669?tk=Uv4Mf5-hgR_HJinMLpHsNgz3HcRhG0FJBcvJIG6LYg.DQAAAAATukrL7RZMM0VabEgxcINOcV93S09IamVwaFd3AAAAAA

To keep this meeting secure, do not share this link publicly.

Join via audio

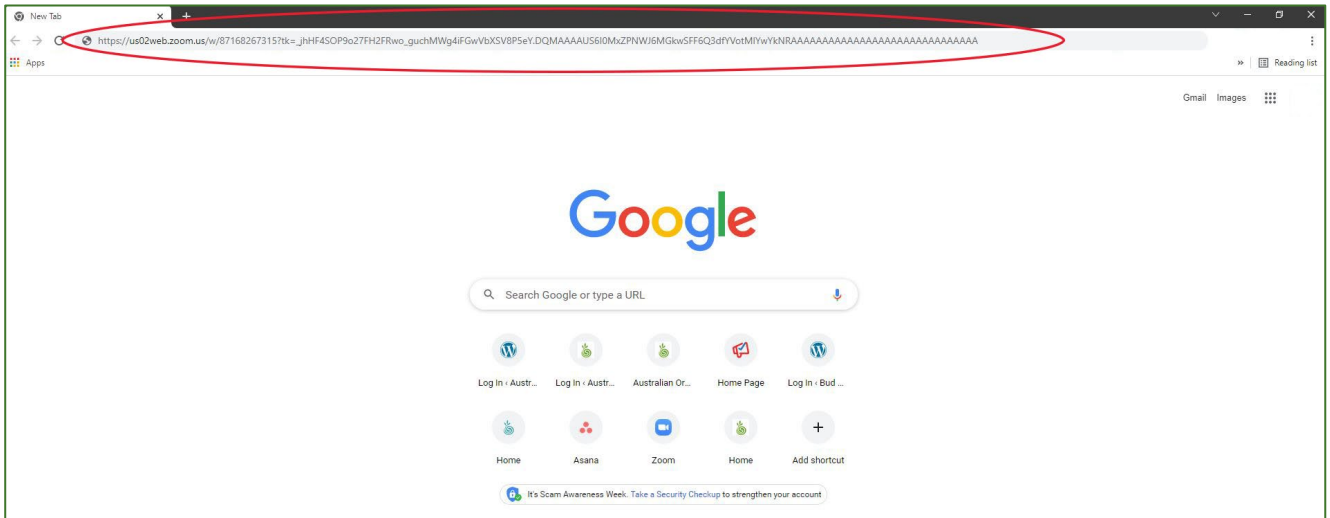
One tap mobile: Australia: [+61370182005, 84729842669#](tel:+6137018200584729842669) or [+61731853730, 84729842669#](tel:+6173185373084729842669)

Or dial For higher quality, dial a number based on your current location.
Australia: +61 3 7018 2005 or +61 7 3185 3730 or +61 8 6119 3900 or +61 8 7150 1149 or +61 2 8015 6011

Meeting ID: 847 2984 2669

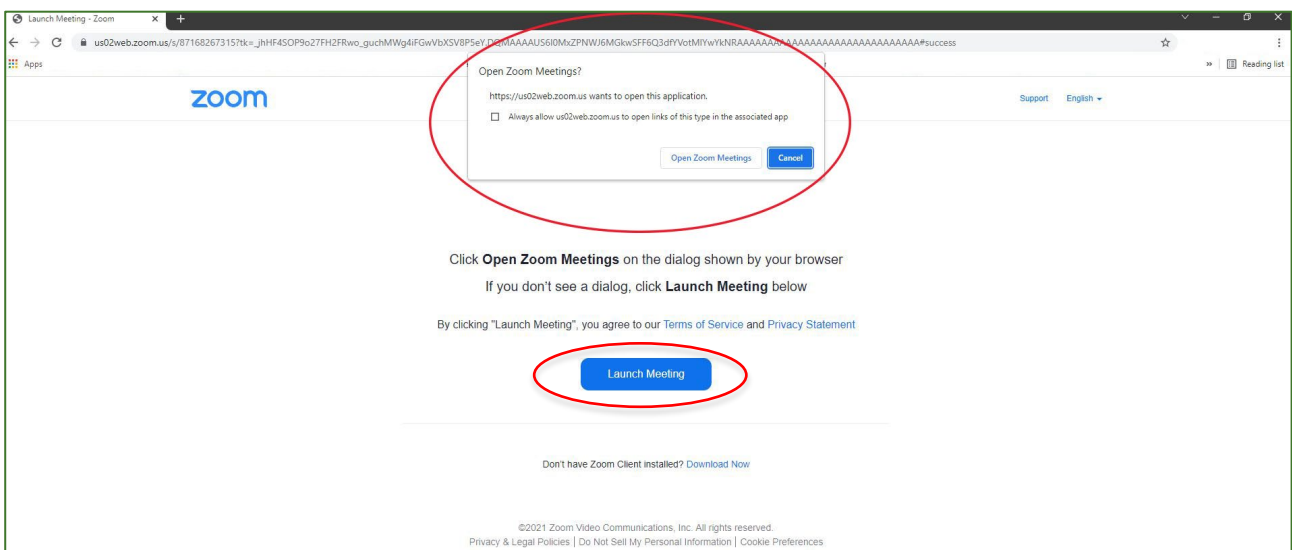
Thank you!

3. If clicking the links does not work, copy and paste the long link into your web browser address bar and hit 'Enter' on your keyboard.

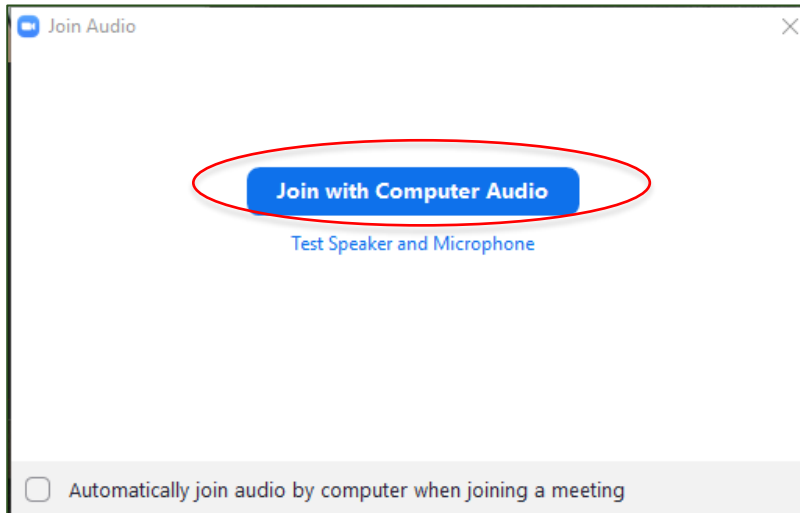


4. You should then see the below screen in your web browser. Click 'Open Zoom Meetings' in the pop-up box or click the blue 'Launch Meeting' button. This will launch the Zoom Meeting app on your device.

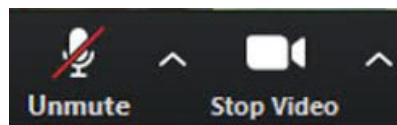
NOTE: If you do not already have the Zoom app installed on your device, you will be prompted to install it.



5. In the Zoom Meeting app, click on 'Join with Computer Audio' in the pop-up window.

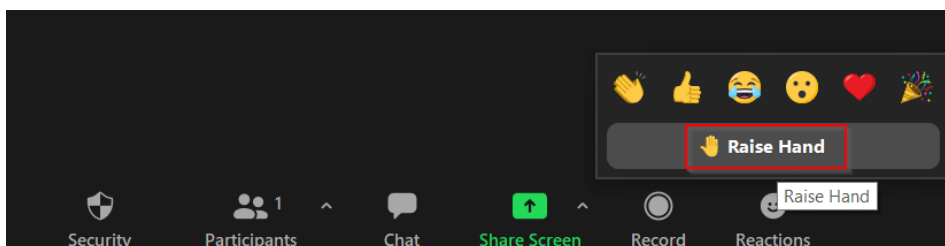
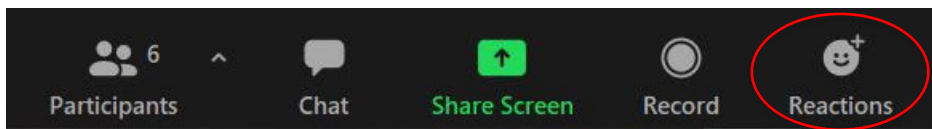


6. If you join the meeting early, you may be placed into a 'Waiting Room'. You do not have to do anything, simply wait for the host to let you in and you will automatically join the meeting.
7. Once you have entered the meeting, ensure that your video camera is switched on, and your microphone is muted. You can change these in the black bar at the bottom of your Zoom screen.



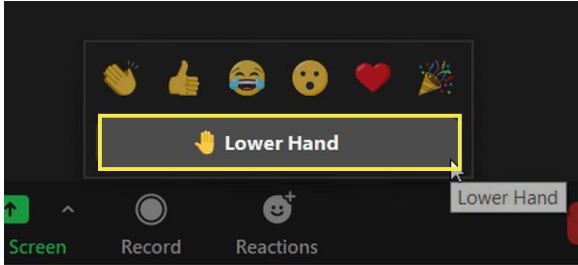
Asking Questions

8. To ask questions or speak during the AGM, you can 'Raise Your Hand' to let the host know that you want to speak. Click on the 'Reactions' button in the black bar at the bottom of your Zoom screen, then select 'Raise Hand'.



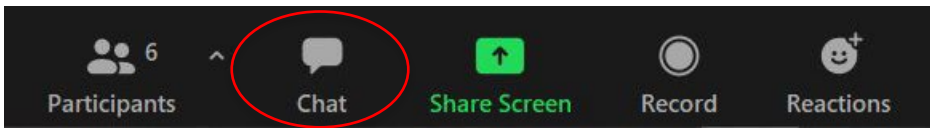


9. Once you have finished speaking, you will need to lower your hand. Click on the 'Reactions' option at the bottom of your screen and select 'Lower Hand'.



10. You can also ask questions using the 'Chat' function in the black bar at the bottom of your Zoom screen. Click on 'Chat' and a chat window should appear on the right side of your screen. You can enter your questions into the chat box and send them to the host.

NOTE: Ensure that you include your full name and member number when you ask a question so we can easily identify you.



Voting

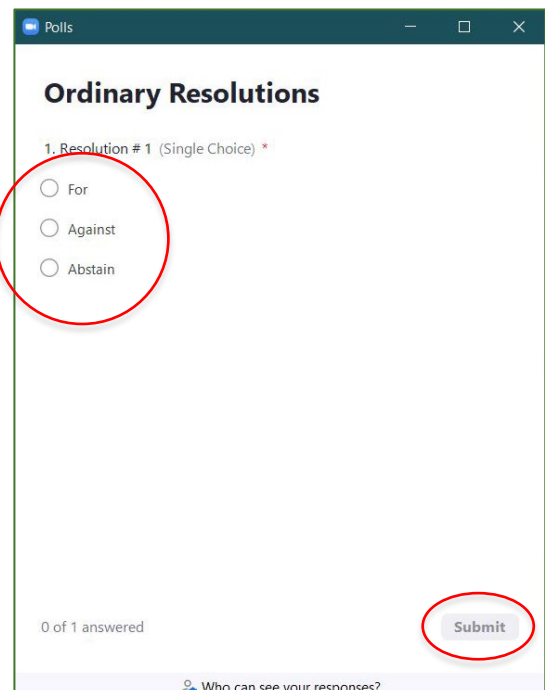
When voting is required, a Poll will appear on your screen. Use the Poll to lodge your membership vote.

NOTE: Do not use the Poll to lodge your Proxy vote.

When prompted:

- Select your answer for each question.
- Click 'Submit'.

Votes will be counted during the remainder of the AGM and the results will be provided by the host.





Proxy Voting

Should you wish to vote on behalf of a Proxy, please use the 'Chat' function.

Enter into the chat box:

- a) Resolution Number:
- b) Full Membership Name:
- c) Membership Number:
- d) Name of Person/Company you are voting on behalf of:
- e) Vote: (For / Against / Abstain)

Press 'Enter' on your keyboard to submit your message.

NOTE: To write on multiple lines in the chat box, you will need to hold 'Shift' and 'Enter'.

Votes will be counted during the remainder of the AGM and the results will be provided by the host.

A screenshot of a web-based chat interface. At the top, a light blue box contains the following text: "Resolution 1", "Member Name: Australian Organic Limited", "Membership Number: 12345", "Proxy for Bud Organic Club", and "Vote: For". Below this is a large white text area for the message. At the bottom, there is a header "Who can see your messages?" with a lock icon. Below that is a "To:" field with a dropdown menu showing "Australian..." and a red label "(Direct Message)". To the right of the "To:" field are icons for attachments, emojis, and a menu. Below the "To:" field is a text input field with the placeholder "Type message here...". A red circle is drawn around the bottom section of the chat interface, including the "To:" field and the input field.