

2020 ANNUAL GENERAL MEETING FAQS

What platform will this meeting be held on?

This meeting will be broadcast using ONAIR by EventsAIR

What do I need to know to access the platform?

- The latest version of Google Chrome is the recommended browser for this meeting.
- You will need to disconnect from any Virtual Private Network (VPN).
- We recommend using a laptop or desktop for an optimum viewing experience. The platform is not compatible with mobile devices.

If you cannot meet system requirements, please contact the Law Society at agm@lawsociety.com.au.

Do I have to download anything?

No. ONAIR can be accessed via your web browser. There is no need to download any program to participate.

Do I have to be pre-registered to access the meeting?

Yes. You can only access the platform on which the meeting will be streamed using a registered email and unique pin which will be provided after registration.

What should I do if I would like to attend and participate in the meeting and have special requirements?

Please note all requirements when you pre-register online or email agm@lawsociety.com.au or call (02) 9926 0161 to enable us to further discuss your attendance with you.

How do I submit questions?

Members may submit questions to the Law Society in advance of the meeting or during the meeting.

- **Prior to the meeting:** Questions should relate to the business of the meeting and can be submitted by emailing the Company Secretary at secretary@lawsociety.com.au. Please submit any questions by 4:30pm on Tuesday 20 October 2020.
- **During the meeting:** Registered attendees will be able to submit questions via the Live Q&A function in the ONAIR platform. To ask a question, simply click the “Live Q&A” box and type your question in the space provided. Click “Send” to submit your question.

Will the Law Society Office Bearers and Senior Management be able to see or hear me?

No. You will be able to see and hear the Law Society Councillors and executives but they cannot see or hear you. You may submit questions via the Q&A function during the meeting.

Can I watch a recording of the meeting later if I am unable to attend?

It is not currently intended to make a recording of the meeting available.

Will I be able to test my access to the platform prior to the meeting?

A test session will be available on Monday 19 and Tuesday 20 October where you can test your ability to connect to the platform and view content. Details of these test sessions will be circulated closer to the date.

What if I can't access ONAIR or am having technical difficulties?

If you are unable to access the ONAIR portal or are experiencing technical difficulties during the test, please contact the Law Society at agm@lawsociety.com.au or on (02) 9926 0161 to discuss alternative arrangements.

