

# JOIN AS PANELIST GUIDE

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**AGM**



convene



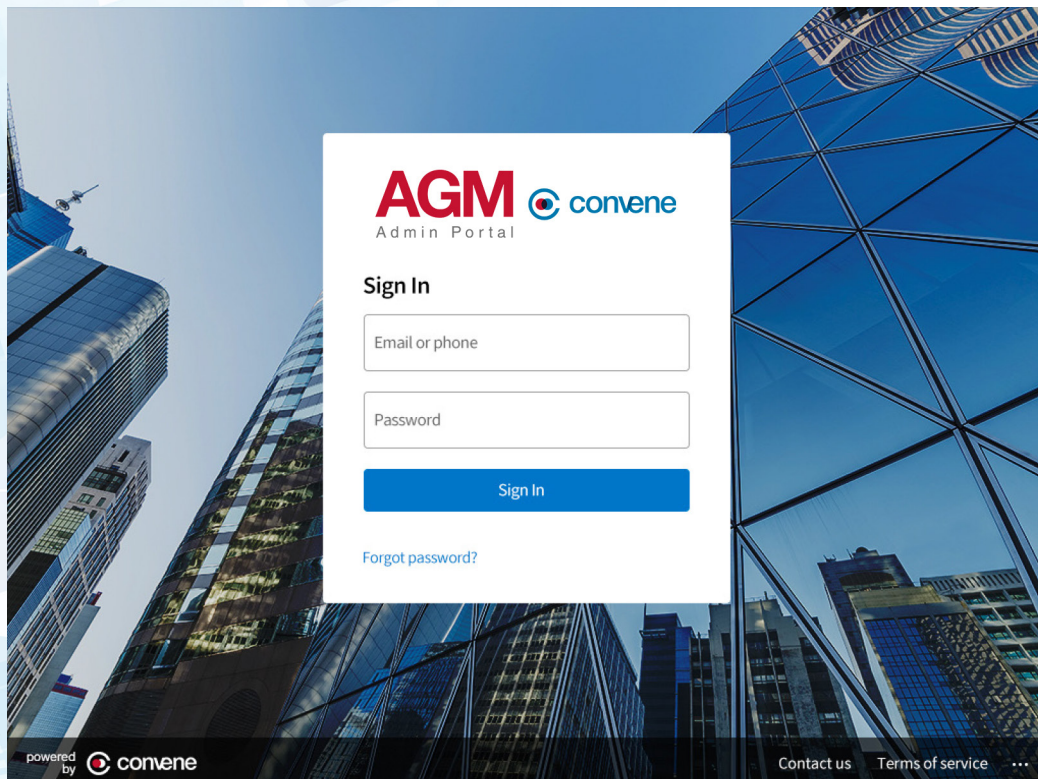


# Join the Live Webcast as Panelist

The AGM@Convene Portal is where the Chairman and Panelists can join the webcast, share their screen and interact with other panelists.

In this section, you will learn how to:

1. Sign In to the Admin Portal
2. Join the Webcast
3. Access Zoom controls

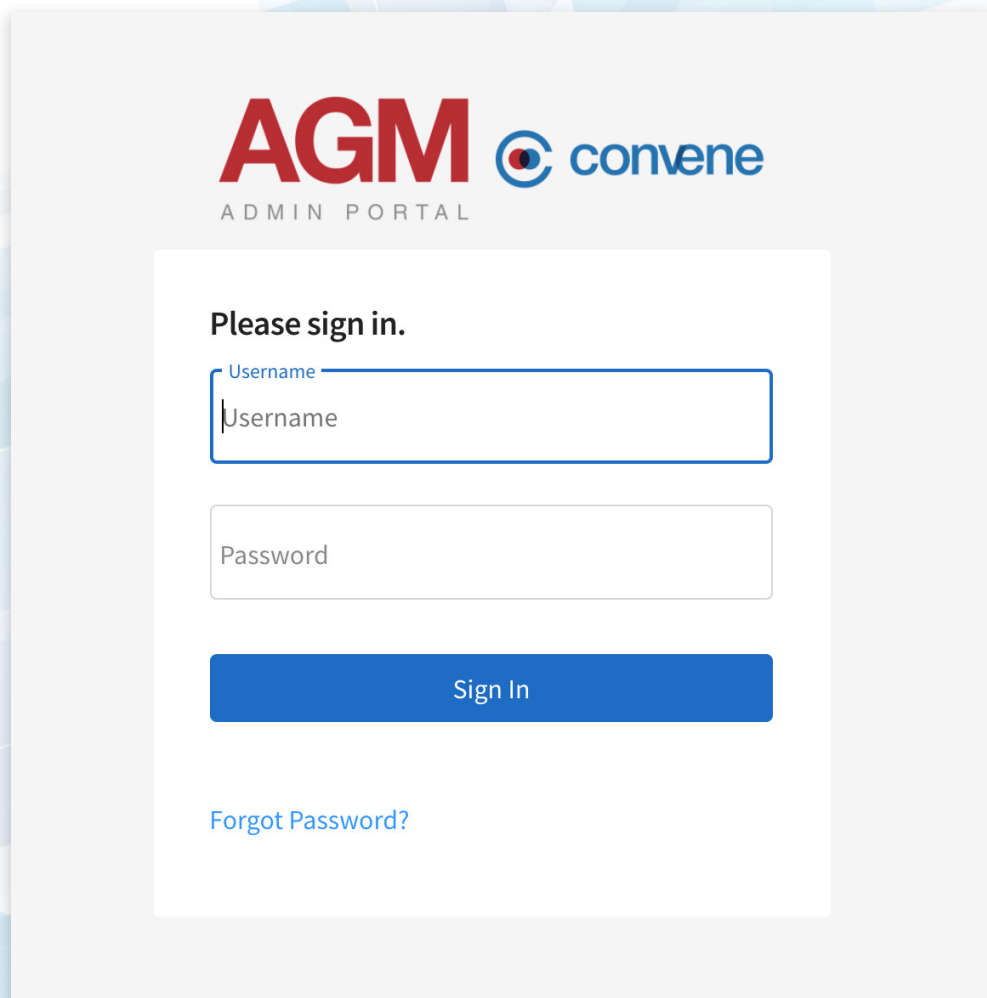





# Sign In to the Admin Portal

On the day of the AGM, the Chairman and the Panelists can access the AGM@Convene Portal to conduct the Webcast.

1. Access the Admin Portal URL provided to you.
2. Enter your Username and Password.
3. Select **Sign In**.

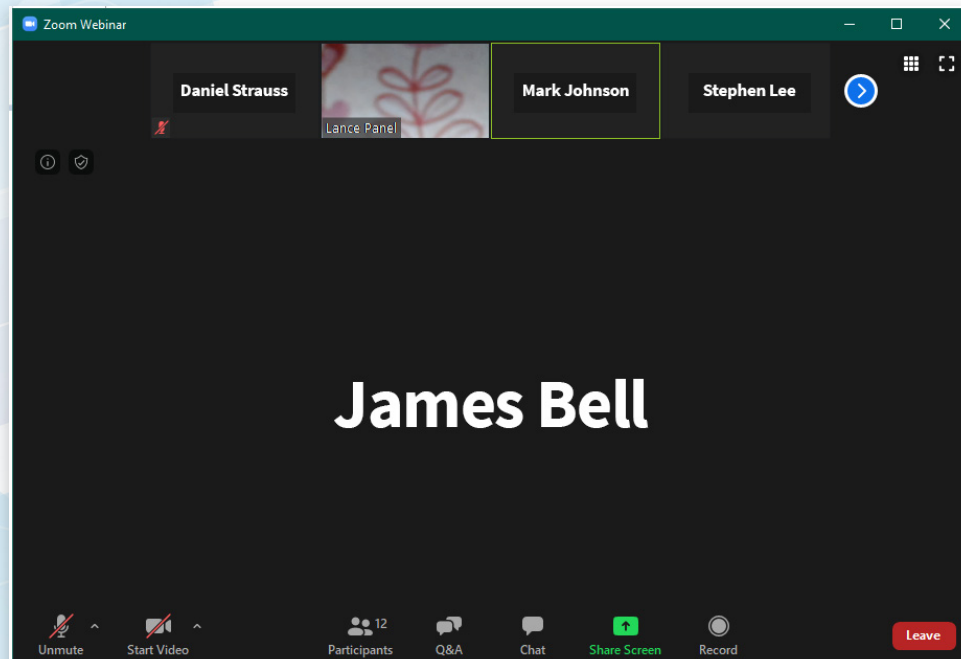
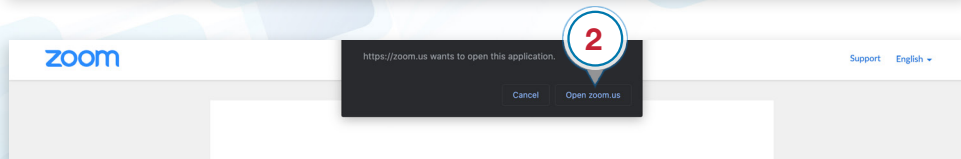
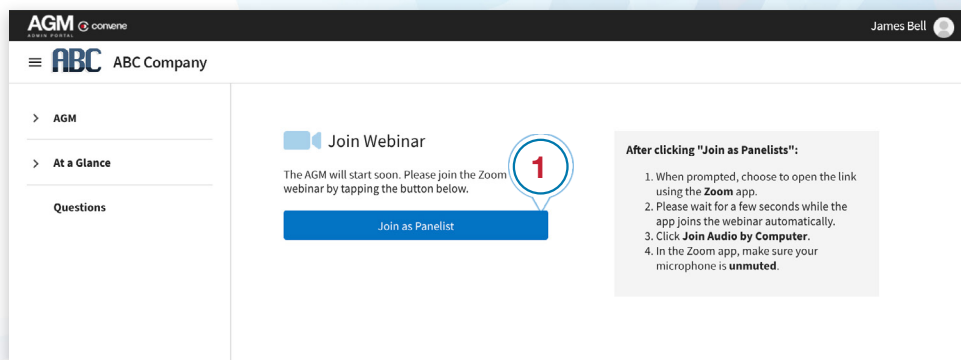


The screenshot shows the AGM@Convene Admin Portal sign-in interface. At the top, the logo reads "AGM  ADMIN PORTAL". Below the logo, the text "Please sign in." is displayed. There are two input fields: the first is labeled "Username" and contains the text "Username"; the second is labeled "Password". Below the input fields is a blue "Sign In" button. At the bottom left of the sign-in area, there is a link that says "Forgot Password?".



# Join the Webcast

1. On the Webcast page, click the **Join as Panelist** button.
2. You will be redirected to the Zoom web page to launch the Zoom app on your device. Click the **Open Zoom Meetings** button.
3. On the Zoom app, there's no need to key in the Webinar ID and Password for you will join the Webcast automatically.






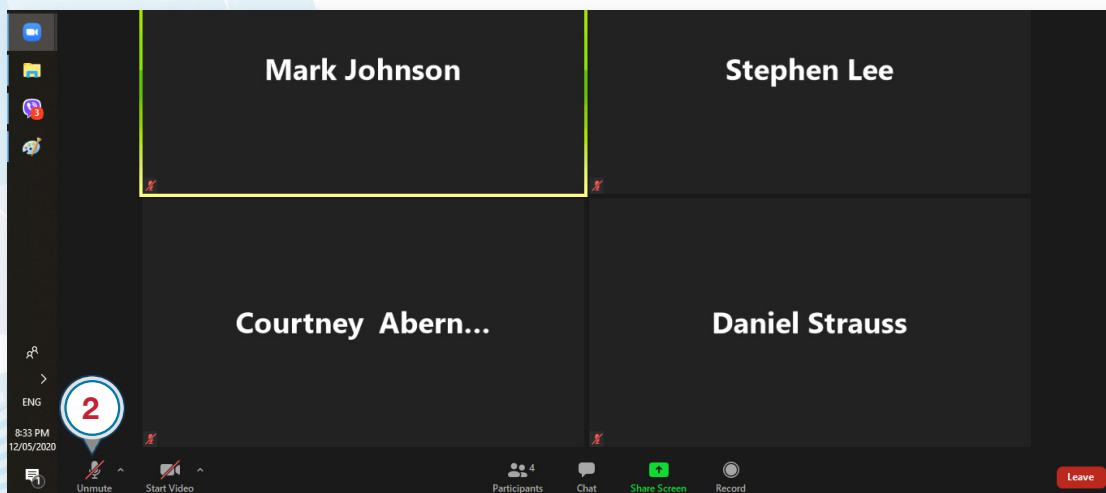
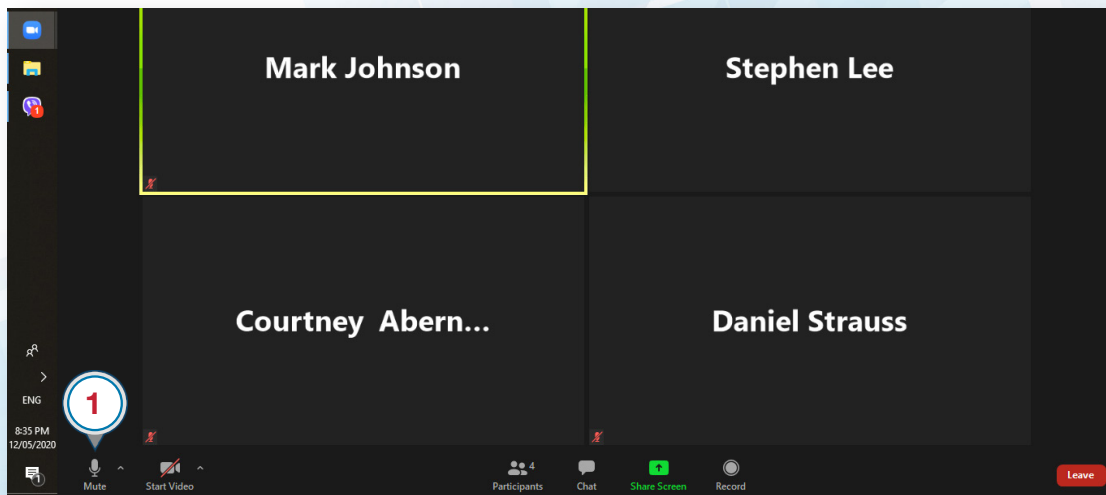




# Mute or Unmute your Mic

When it is not your time to speak, it is recommended to mute the mic. In the Zoom Toolbar below your screen,



1. Click the **Mute**  button to mute your mic. Once a user is muted, a red slash  will appear beside the name of the participant.
2. To unmute, click the **Unmute**  button.

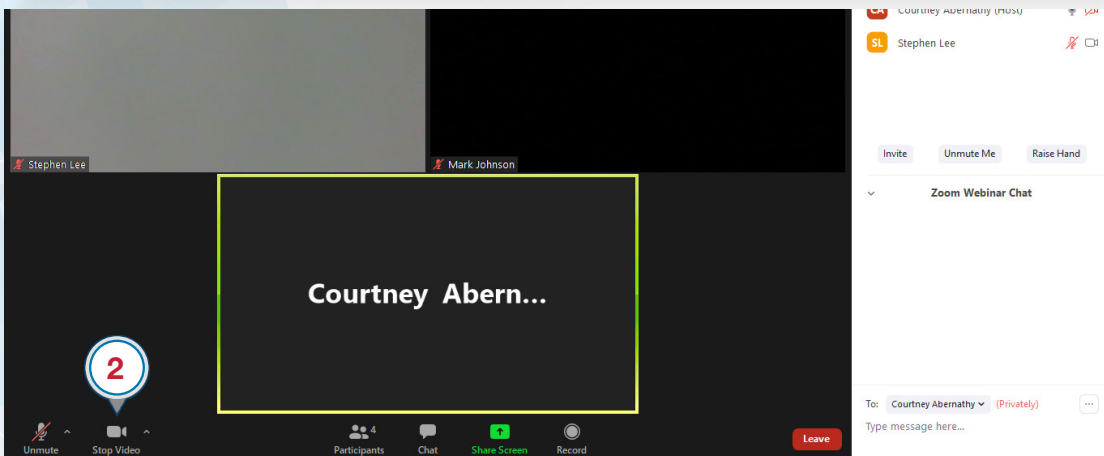
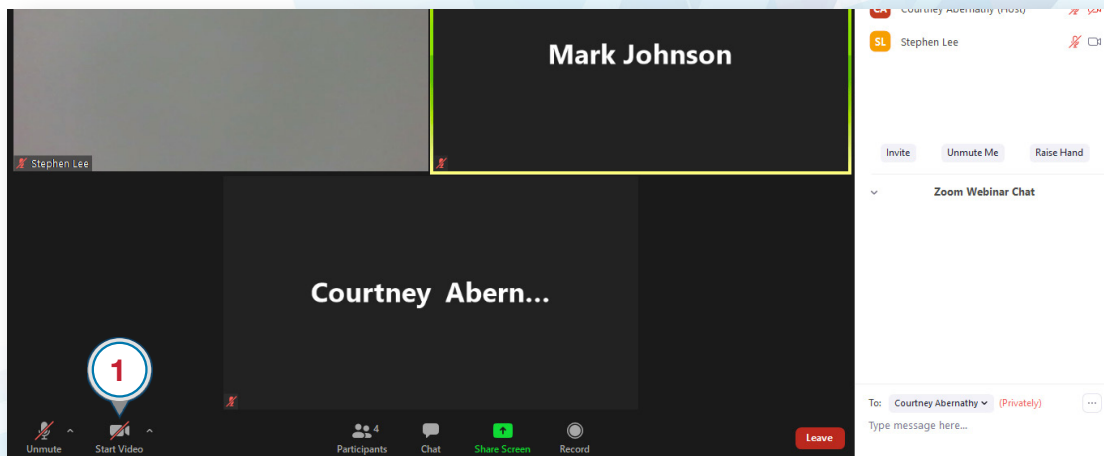




# Turn On or Off your Video

In the Zoom Toolbar below your screen,

1. Click the **Start Video** button  to share your video.
2. Click the **Stop Video** button  to turn off your video.





# Share your Screen

Screen sharing can be done by the assigned Panelist or Facilitator in the AGM if the AGM Host granted them sharing rights.

1. Open the documents that you would like to share with other participants.
2. Go back to the Zoom Client and click the **Share Screen** button on the toolbar.
3. Select the window or program you would like to share.
4. Click the **Share** button to start sharing your screen.
5. To share a specific file only, click **New Share**, but if you want to switch between files and apps, there is no need to click the button when you have shared your screen.
6. To end screen sharing, click **Stop Share**.

