



## **ASPIRE 2021 Annual General Meeting (AGM)**

Kindly take some time to review the instructions in this document to 1) Register and 2) To facilitate your participation for a smooth meeting.

### Contents

1. <b>How to register for ASPIRE AGM</b> .....	2
2. <b>ASPIRE AGM Details</b> .....	3
3. <b>Joining the Virtual AGM</b> .....	4
4. <b>Navigation</b> .....	4
5. <b>Voting</b> .....	5
6. <b>Questions for the AGM</b> .....	5
7. <b>Contact</b> .....	6

## **1. How to register for ASPIRE AGM**

ASPIRE 2021 Virtual Annual General Meeting (AGM) is only accessible to ASPIRE Members.

To attend the AGM, please register via the link below:

**Register here:** [https://zoom.us/webinar/register/WN\\_0XxFm602QbqbFcj4AVJ-pg](https://zoom.us/webinar/register/WN_0XxFm602QbqbFcj4AVJ-pg)

Once you have submitted the form, a confirmation email with a unique meeting link will be sent to you within **three working days**.

Please note that admission to the AGM meeting link is only granted if you have registered successfully.

If you did not receive a confirmation for your participation within 3 working days, please contact us at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org).

**Registration deadline: Monday, 26 April 2021**

## 2. ASPIRE AGM Details

Please refer below for AGM details:

**Date:** Saturday, 1 May 2021

**Time:** 1845hrs\* (GMT +8)

**Meeting Link:** The AGM link will be sent to you upon your successful registration

### Important Points:

1. Admission to the AGM meeting link is only granted if you have registered successfully. Please refer to **Item 1 – How to register for ASPIRE AGM** and register your participation before **26 April 2021**.
2. On the day of the AGM, please log into the meeting link **at least 15 minutes** before starting time so that the ASPIRE secretariat can verify your identity and start the meeting on time
3. Please ensure that the laptop/mobile device/other electronic devices you are using for the AGM have working built-in microphone.
4. Please submit questions you may have for the AGM to ASPIRE secretariat by **1 April 2021**. Please refer to **Item 4 – Questions for AGM** of this document for more information.
5. \*You may refer to the table below for the AGM timing in your respective country

Country	Corresponding time	Country	Corresponding time	Country	Corresponding time
<b>Australia</b> (Canberra)	2045hrs	<b>Malaysia</b> (Kuala Lumpur)	1845hrs	<b>South Africa</b> (Cape Town)	1245hrs
<b>Bangladesh</b> (Dhaka)	1645hrs	<b>Myanmar</b> (Yangon)	1715hrs	<b>South Korea</b> (Seoul)	1945hrs
<b>Belgium</b> (Brussels)	1245hrs	<b>Nepal</b> (Kathmandu)	1630hrs	<b>Spain</b> (Madrid)	1245hrs
<b>Canada</b> (Ottawa)	0645hrs	<b>New Zealand</b> (Wellington)	2245hrs	<b>Sri Lanka</b> (Colombo)	1615hrs
<b>China</b> (Beijing)	1845hrs	<b>Oman</b> (Muscat)	1445hrs	<b>Sweden</b> (Stockholm)	1245hrs
<b>Germany</b> (Berlin)	1245hrs	<b>Pakistan</b> (Lahore)	1545hrs	<b>Taiwan</b> (Taipei)	1845hrs
<b>Hong Kong</b>	1845hrs	<b>Philippines</b> (Manila)	1845hrs	<b>Thailand</b> (Bangkok)	1745hrs
<b>India</b> (New Delhi)	1615hrs	<b>Saudi Arabia</b> (Riyadh)	1345hrs	<b>United States</b> (Washington, D.C)	0645hrs
<b>Indonesia</b> (Jakarta)	1745hrs	<b>Singapore</b>	1845hrs	<b>Vietnam</b> (Ho Chi Minh)	1745hrs
<b>Japan</b> (Tokyo)	1945hrs				

### 3. Joining the Virtual AGM

We will be using *ZOOM* as our platform for the AGM. You do not have to download any software to access the platform.

Attend the AGM meeting via the unique link provided to you at least **15 minutes before** AGM starts.

You will be automatically admitted into the virtual room once we start the meeting.

### 4. Navigation (Screen shot guide below)

- I. **AUDIO SETTINGS**: Once you are admitted to the meeting room, you can check if your speaker and microphone are functioning well by clicking into “Audio Settings”.

**AUDIO SETTINGS**  
Click to check if your speaker and microphone is functioning well.

Once you click on the button, the **window** on the right will appear.

Audio Settings

**Settings**

**Speaker** Test Speaker Built-in Output (Internal Speakers)

Output Level: [Progress bar]

Output Volume: [Slider]

**Microphone** Test Mic Same as System

Input Level: [Progress bar]

Input Volume: [Slider]

Automatically adjust microphone volume

Use separate audio device to play ringtone simultaneously

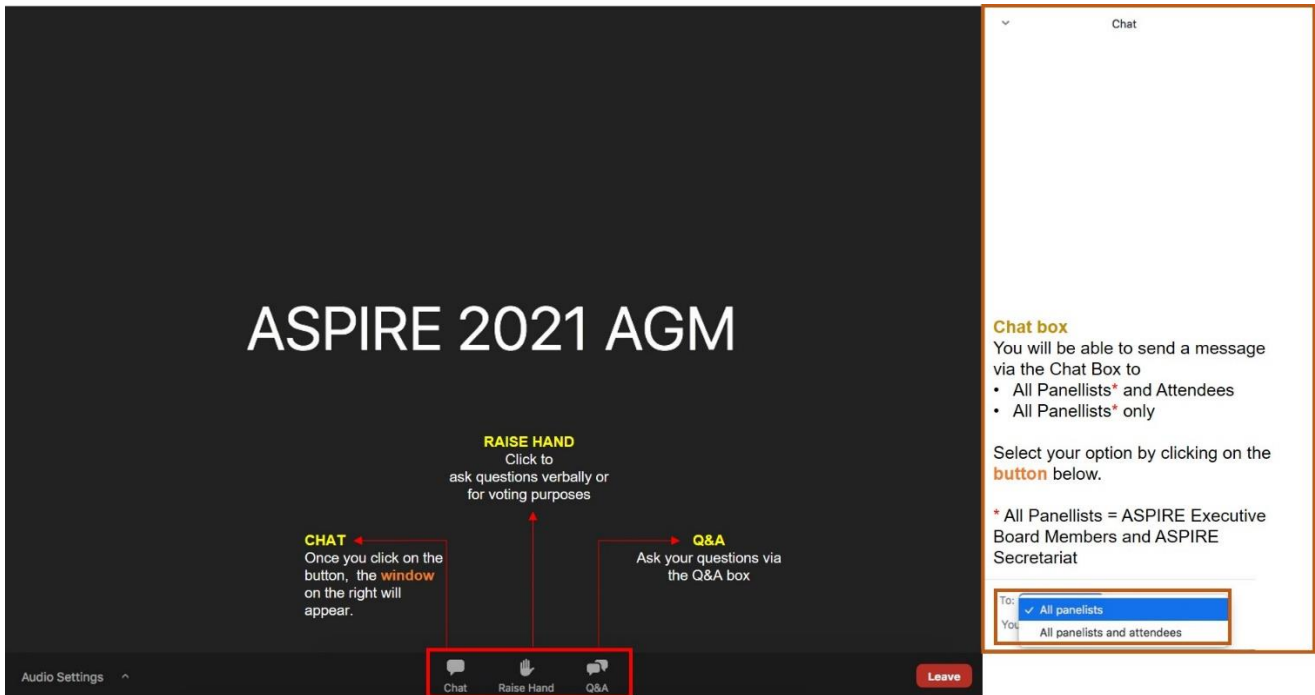
Join audio by computer when joining a meeting

Mute microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Advanced

Chat Raise Hand Q&A Leave



- II. **CHAT:** During the AGM, you will be able to send a message via the chatbox to the \*ASPIRE Board Members or the participants of the meeting. (\*Indicated as "All Panellists")
- III. **RAISE HAND:** This function allows you to **A)** Cast your vote for a motion (refer to Item 4 below) or **B)** to ask permission to ask question(s) verbally (refer to Item 5 below).
- IV. **Q&A:** Q&A box allows you to ask your questions via text

## 5. Voting

If any, all voting will be conducted electronically during the AGM.

To cast your vote for a motion, please use the "RAISE HAND" function. The "RAISE HAND" icon is located at the bottom panel (screenshot above); click on it to cast your vote.

Once the motion is over, click on the "RAISE HAND" icon again for the "hand" sign to disappear.

## 6. Questions for the AGM

Question(s) concerning a matter is(are) required to be sent in to the ASPIRE Secretariat **prior** to the AGM for the ASPIRE Executive board to address.

Depending on the question, it may be addressed prior to the meeting by the board via email or if it requires voting, your question will be set out for discussion in the agenda. It is under the discretion of the ASPIRE Board to determine the format of addressing your question.

Please submit your questions to ASPIRE secretariat at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org) **by 1 April 2021.**

Time will also be allocated for Q&A on *each agenda* after it has been presented. If you have any questions pertaining to the presented agenda, you may raise your question(s) using the “**CHAT**” function or “**RAISE HAND**” function- to ask your question(s) verbally.

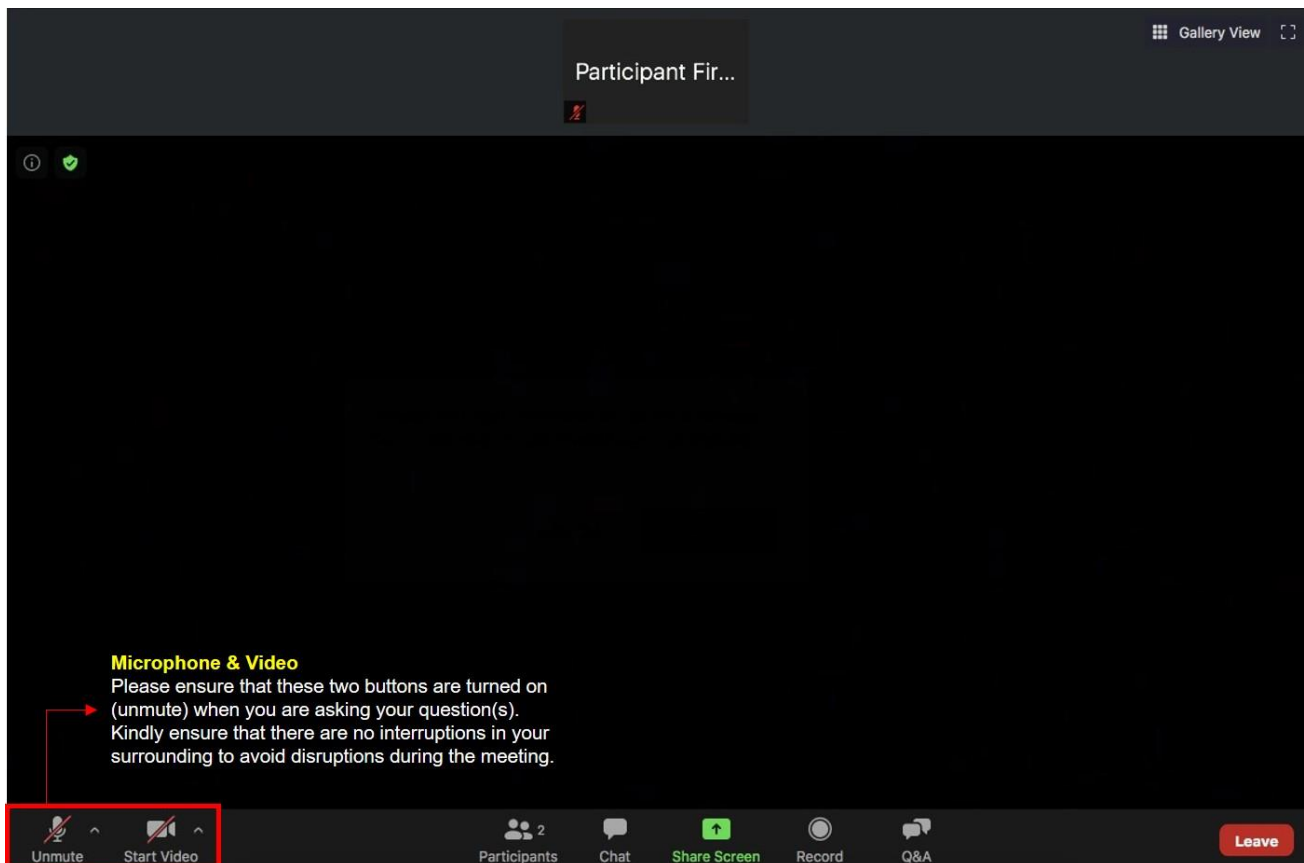
### **I. Asking question by the chat box**

If you choose to type your question(s) using the “**CHAT**” function, your question(s) will be reviewed and by the Chairman’s discretion, will be answered after the end of each presented agenda.

### **II. Asking question verbally**

If you would like to ask your question(s) verbally, please use the “**RAISE HAND**” function and wait for the Chairman to acknowledge your turn. Once the chairman acknowledged for you to ask the question, your participation status will be promoted to a “Panelist” and you will see additional functions (*screenshot below*).

Please **turn ON** your webcam and microphone to ask your question.



## **7. Contact**

If you require any assistance, please contact ASPIRE secretariat via [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org). Kindly expect a delay in response if you contact us on the day of the AGM.