



## **ASPIRE 2020 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.

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## 1. How to register for ASPIRE AGM

Kindly take 5 minutes to fill up the registration form to register for the AGM.

**Registration form link:** <https://forms.gle/eXoiVLf9PuHTpN3u6>

Once you have submitted the form, ASPIRE Secretariat will send you a confirmation email 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:** **13 July 2020**

## 2. ASPIRE AGM Details

Please refer below for AGM details:

**Date:** Thursday, 6 August 2020

**Time:** 1700hrs\* (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 **13 July 2020**.
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 **20 July 2020**. 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)	1900hrs	<b>Malaysia</b> (Kuala Lumpur)	1700hrs	<b>South Africa</b> (Cape Town)	1100hrs
<b>Bangladesh</b> (Dhaka)	1500hrs	<b>Myanmar</b> (Naypyidaw)	1530hrs	<b>South Korea</b> (Seoul)	1800hrs
<b>Belgium</b> (Brussels)	1100hrs	<b>Nepal</b> (Kathmandu)	1445hrs	<b>Spain</b> (Madrid)	1100hrs
<b>Canada</b> (Ottawa)	0500hrs	<b>New Zealand</b> (Wellington)	2100hrs	<b>Sri Lanka</b> (Colombo)	1430hrs
<b>China</b> (Beijing)	1700hrs	<b>Oman</b> (Muscat)	1300hrs	<b>Sweden</b> (Stockholm)	1100hrs
<b>Germany</b> (Berlin)	1100hrs	<b>Pakistan</b> (Islamabad)	1400hrs	<b>Taiwan</b> (Taipei)	1700hrs
<b>Hong Kong</b>	1700hrs	<b>Philippines</b> (Manila)	1700hrs	<b>Thailand</b> (Bangkok)	1600hrs
<b>India</b> (New Delhi)	1430hrs	<b>Saudi Arabia</b> (Riyadh)	1200hrs	<b>United States</b> (Washington, D.C)	0500hrs
<b>Indonesia</b> (Jakarta)	1600hrs	<b>Singapore</b>	1700hrs	<b>Vietnam</b> (Hanoi)	1600hrs
<b>Japan</b> (Tokyo)	1800hrs				

### 3. How to join AGM teleconference

On the day of the AGM, please follow these steps:

1. We will be using *Cisco Webex* as our platform for AGM. You do not have to download any software to access the platform.
2. Attend the AGM meeting via the link provided to you at least **15 minutes before** AGM starts
3. Once you click on the meeting link, a pop-up screen by Cisco will appear.

**IMPORTANT: Please enter your information in the following order to be admitted:**

**Name: ASPIRE Membership No. (First Name Last Name)**

**Email: (Email address you use to register for ASPIRE membership)**

**Example:**




**Enter your information**

1234 (John Tan)	→	ASPIRE Membership No. (First Name Last name)
johntan@Hotmail.com	→	Enter your email

[Next](#)

Already have an account? [Sign in](#)

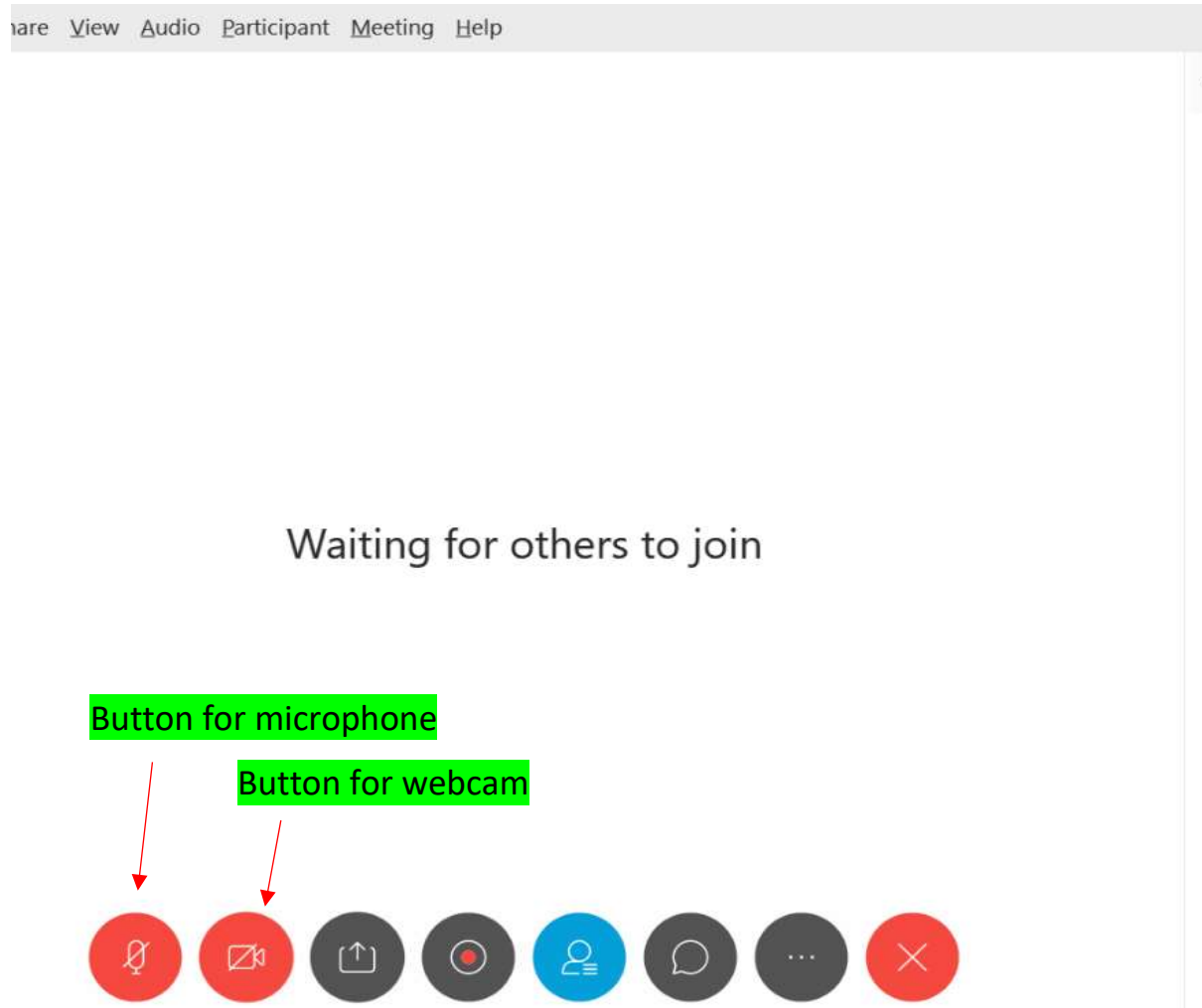
More ways to sign in



4. Once you click “Next”, your request to enter the meeting will be sent to ASPIRE secretariat. Please wait for ASPIRE secretariat to verify your email address. Once verified, you will be admitted into the meeting room. Kindly note this process might take up to 5 minutes.

#### 4. Etiquette at AGM meeting room

Kindly follow our meeting room etiquette to ensure a pleasant and smooth experience for everyone attending the AGM:



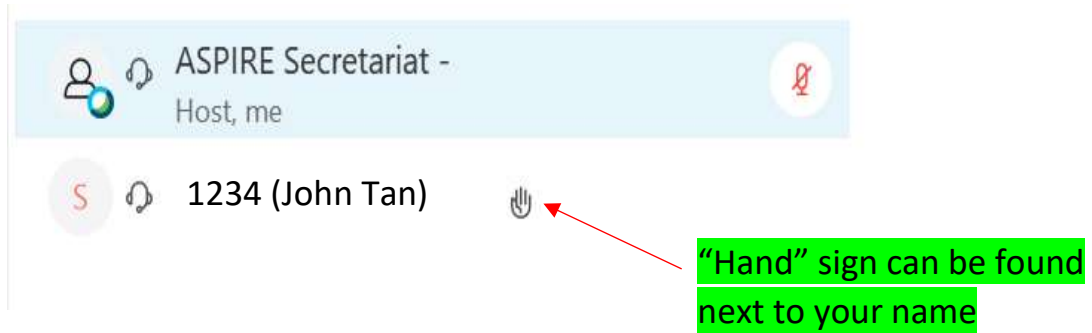
1. Once you have been admitted into the meeting room, please turn **OFF** your webcam and **MUTE** your microphone to minimize background distractions during the AGM. Please refer to image above on how you can do it.

- Voting

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

To cast your vote for a motion, please use the **“hand” sign**. The **“hand” sign** is located on the right panel, next to your name. Click on the **“hand” sign** to cast your vote.

**Example:**



Once the motion is over, **OFF** your **“hand” sign** by clicking on it again. The **“hand” sign** should disappear.

- Question

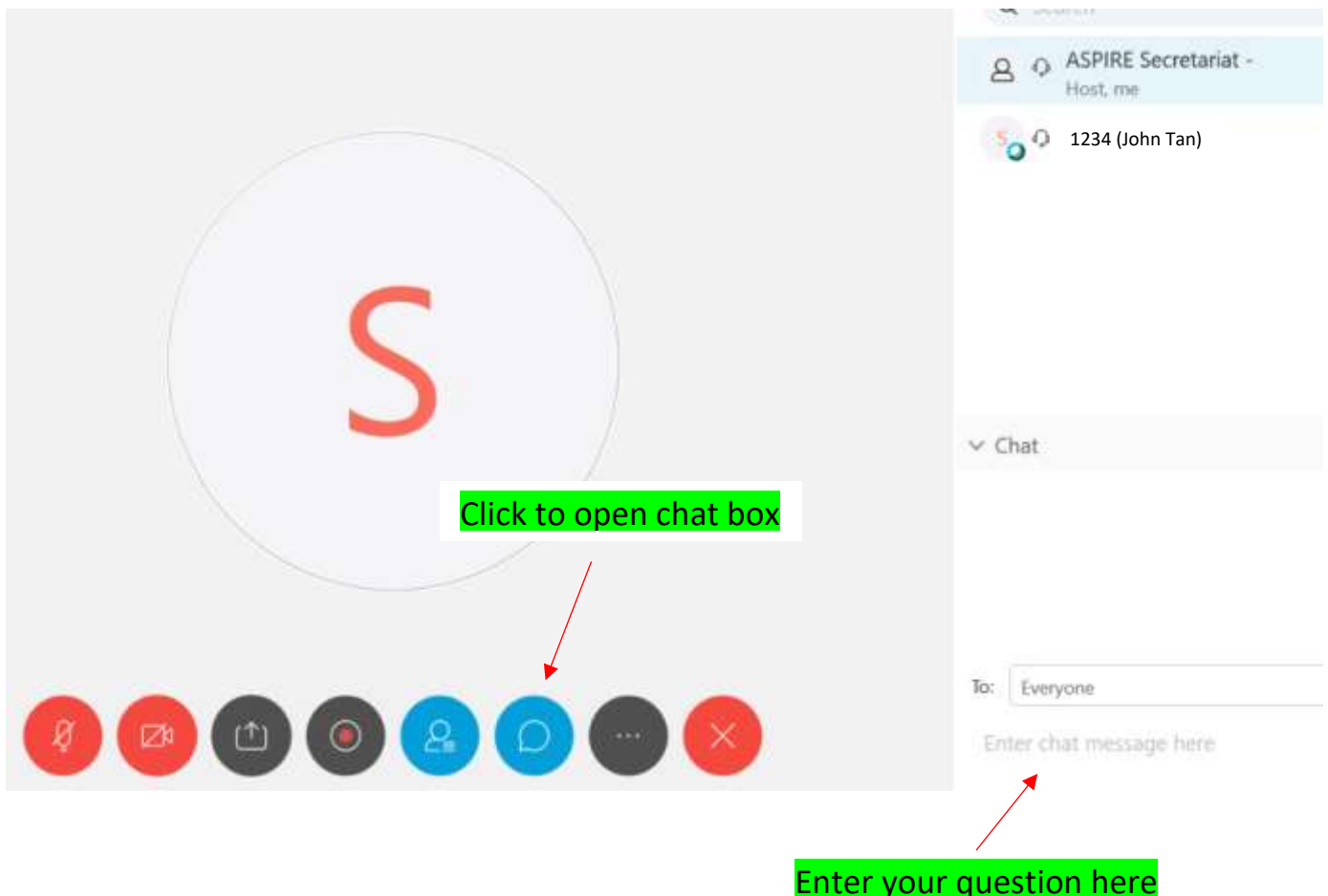
If you have questions that you like the board to address, please submit your question(s) to the ASPIRE Secretariat **prior** to the AGM. For more information, please refer to **Item 4 – Questions for AGM** of this document.

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 box** or raise your hand by clicking on the **“hand” sign**.

- Asking question by chat box

If you choose to type your question(s) in the **chat box**, your question(s) will be reviewed and by the Chairman’s discretion, will be answered after the end of each presented agenda. You may turn **ON** your webcam as our Chairman is addressing your question(s). Please turn **OFF** your webcam when your question(s) have been addressed.

**Example:**



- Asking question verbally

If you choose to ask your question(s) verbally, click on the “**hand**” sign and wait for the Chairman to acknowledge your turn. Please turn **ON** your webcam when it is your turn to ask your question(s). Please turn **OFF** your webcam when your question(s) have been addressed.

Share View Audio Participant Meeting Help

Waiting for others to join



Button for webcam



## 5. Questions for 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 20 July 2020**.

## 6. 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.