

Online Meeting Guide

Standards Australia AGM

28 NOV 2025, 10:00 AEDT



Scan to join the meeting

Attending the meeting virtually

Those attending online will be able to view a live webcast of the meeting.

Member Representatives and Proxyholders can ask questions and submit votes.

To participate online, visit <https://meetings.lumiconnect.com/300-589-169-616> on your smartphone, tablet or computer.

You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

To log in, you may require the following information:

Meeting ID: 300-589-169-616

Member Representatives

- **Username**
(provided in the AGM email)
- **Password**
(surname, following the below rules)

Appointed Proxies

To receive your unique username and password, please contact Standards Australia - companysecretary@standards.org.au.

Guests

To register as a guest, you will need to enter your name, company, and email address.

Password rules:

1. Single word surnames like Smith stay exactly the same: Smith
2. Surnames with hyphens and apostrophes remove the hyphen or apostrophe: OConnor or SmithBrown
3. Surnames with a space remove the space: DiSmith

Registering for the meeting

- 1 To participate in the meeting, follow the direct link at the top of the page.
Alternatively, visit **meetings.lumiconnect.com** and enter the unique 12-digit Meeting ID, provided above.

Meeting ID

Join Meeting

- 2 To proceed into the meeting, you will need to read and accept the Terms and Conditions and select if you are a Member Representative or a Guest. Note that only Member Representatives and Proxies can vote and ask questions in the meeting.

Standards Australia AGM

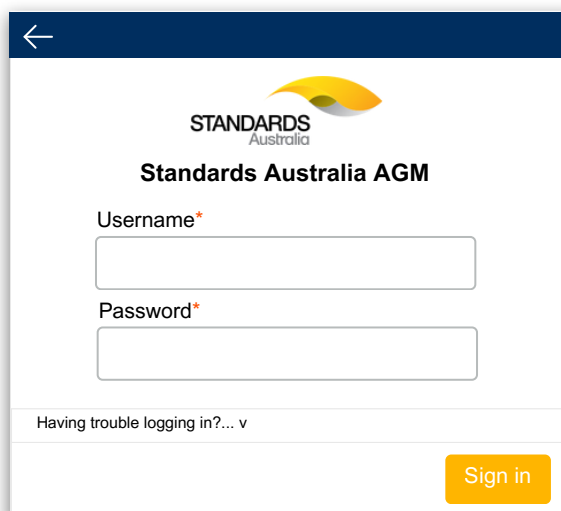
Member Representative

Guest

Having trouble logging in?... v

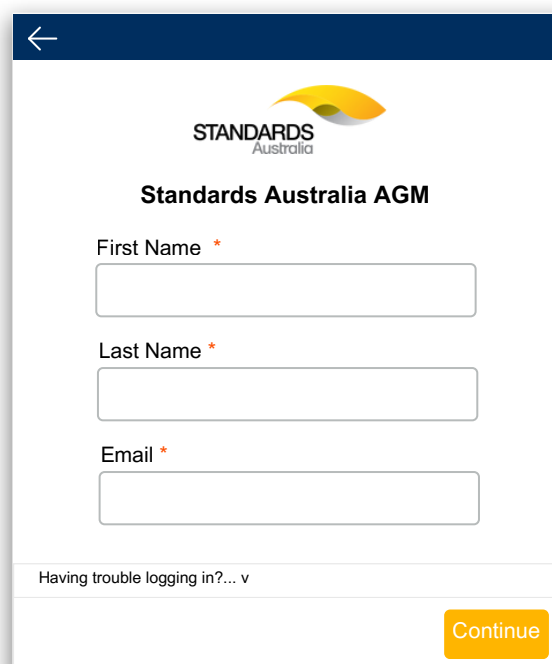
3 To register as a Member Representative, enter your Username and Password, as displayed in your AGM email, and press Sign in.

To register as a Proxyholder, you will need your username and password as provided by Standards Australia.



The login screen features the Standards Australia logo at the top. Below it, the text "Standards Australia AGM" is displayed. There are two input fields: "Username*" and "Password*", each with a red asterisk indicating a required field. Below the password field is a link that says "Having trouble logging in?... v". At the bottom right is a yellow "Sign in" button.

To register as a Guest, enter your name and other requested details and press Continue.



The login screen features the Standards Australia logo at the top. Below it, the text "Standards Australia AGM" is displayed. There are three input fields: "First Name *", "Last Name *", and "Email *", each with a red asterisk indicating a required field. Below the email field is a link that says "Having trouble logging in?... v". At the bottom right is a yellow "Continue" button.

Watching the meeting

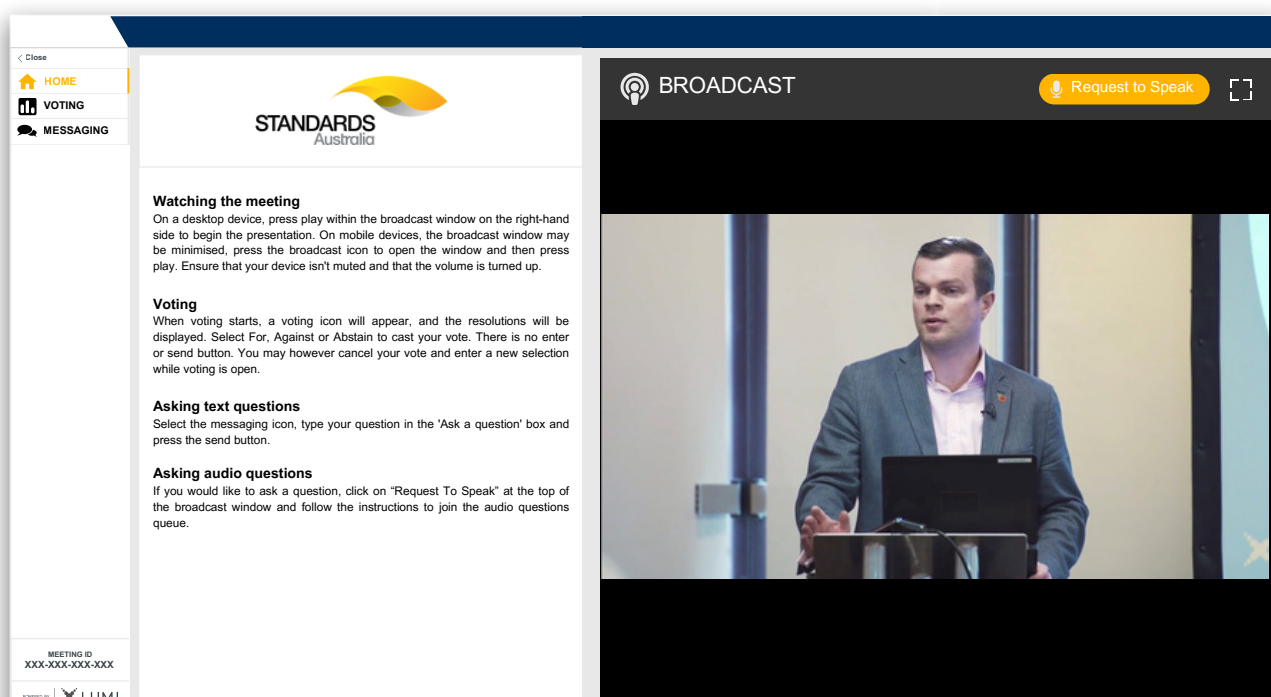
4 On a desktop/laptop device, you will see the home tab on the left, which displays the meeting title and instructions. The webcast will appear automatically on the right. Press play and ensure your device is not muted.



You can watch the webcast full screen, by selecting the full screen icon.



To reduce the webcast to its original size, select the minimise icon.

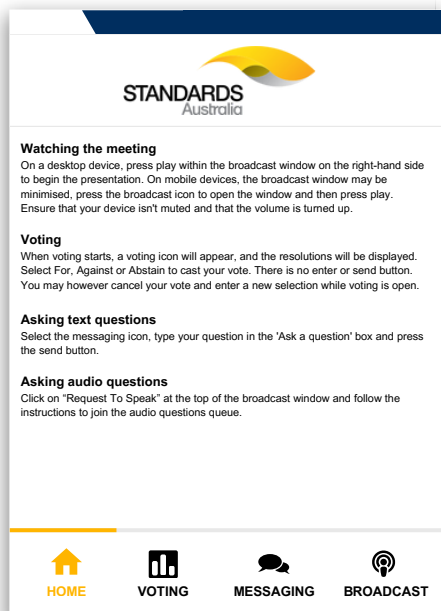


The desktop interface is split into two main sections. On the left is a sidebar with a "Close" button at the top and three menu items: "HOME" (with a house icon), "VOTING" (with a ballot box icon), and "MESSAGING" (with a speech bubble icon). The main content area on the right has a header with the Standards Australia logo and a "BROADCAST" title. Below the header, there is a "Request to Speak" button and a full-screen icon. The main content area displays a video feed of a man speaking at a podium. Below the video, there are three sections of text: "Watching the meeting", "Voting", and "Asking text questions". At the bottom left, there is a "MEETING ID" field with the text "XXX-XXX-XXX-XXX" and a "LUMI" logo.

- 5 On a mobile device, select the Broadcast icon at the bottom of the screen to open the webcast. Press play and ensure your device is not muted.

During the meeting, mobile users can minimise the webcast at any time by selecting one of the other icons in the menu bar.

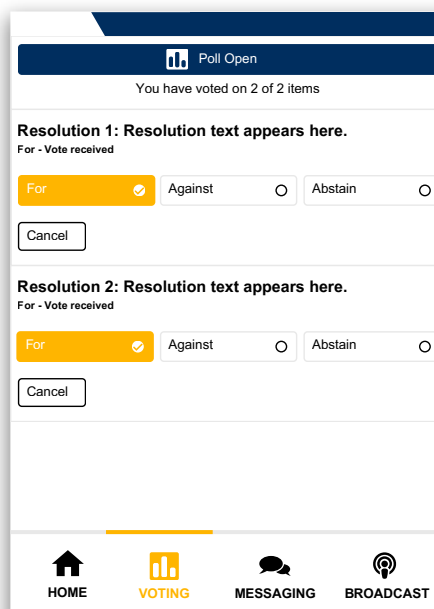
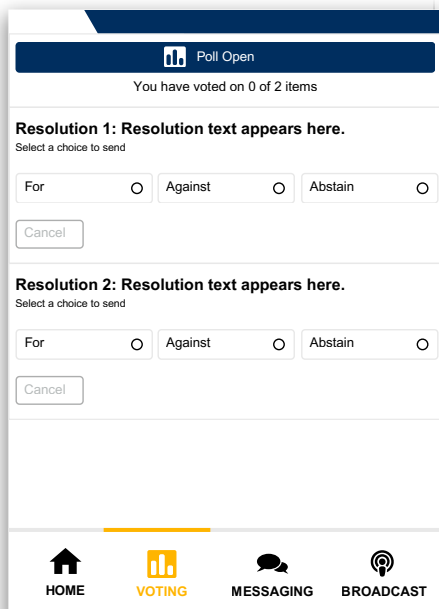
You will still be able to hear the meeting while the broadcast is minimised. Selecting the Broadcast icon again will reopen the webcast.



Voting

- 6 When the Chair declares the poll open:
- A voting icon  will appear on screen and the meeting resolutions will be displayed.
 - To vote, select one of the voting options. Your response will be highlighted.
 - To change your vote, simply select a different option to override.

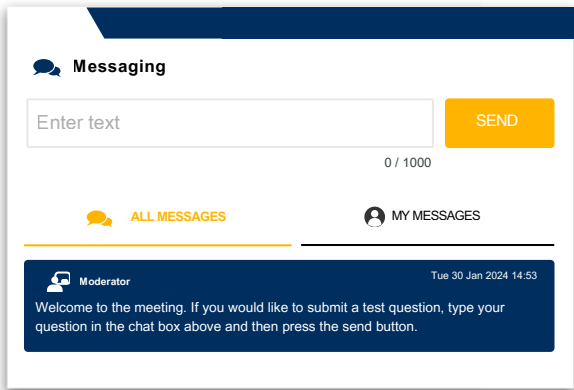
There is no need to press a submit or send button. Your vote is automatically counted. Votes may be changed up to the time the Chair closes the poll.



Text Questions

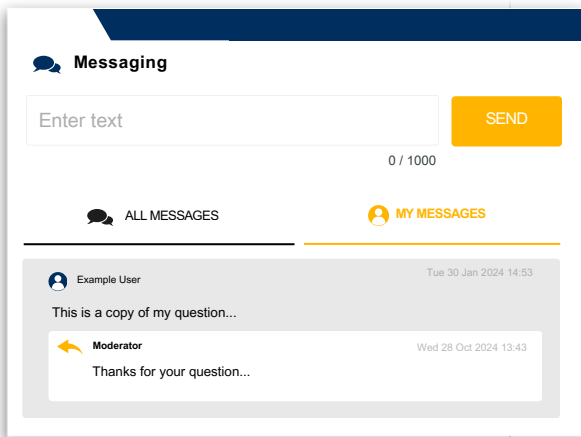
7 To ask a written question, tap on the messaging icon , type your question in the box at the top of the screen and press the send button .

Confirmation that your message has been received will appear.



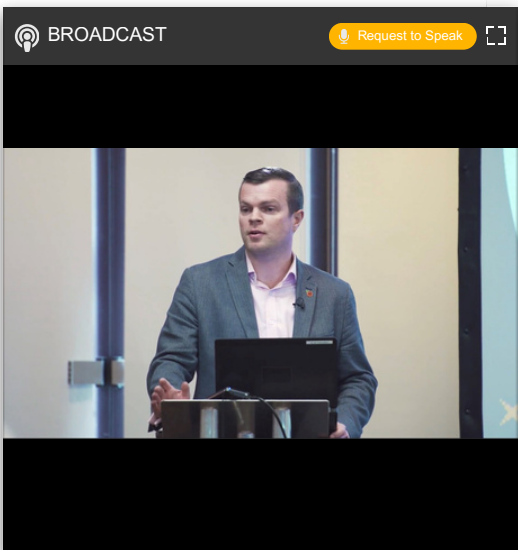
8 Questions sent via the Lumi platform may be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language.

A copy of your sent questions, along with any written responses, can be viewed by selecting "MY MESSAGES".



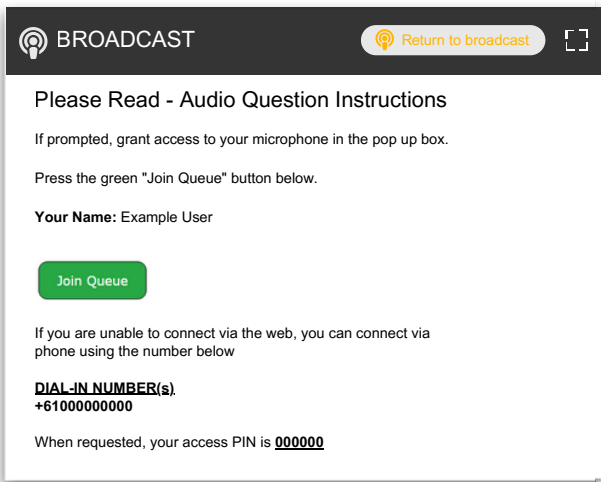
Audio Questions

9 If you would like to ask a verbal question, click the 'Request to Speak' button at the top right corner of the broadcast window.



10 The audio questions interface will now display. Confirm your details, click 'Submit Request' and follow the instructions on screen to connect.

You will hear the meeting while you wait to ask your question.



Need help?

If you require any help using this system prior to or during the meeting, please call +61 2 8075 0100 so we can assist you.