

# Online Voting and Meeting Guide

Standards Australia AGM

27 NOV 2026, 10:00 AEDT



Scan to join the meeting

## Attending the meeting virtually and appointing a Proxy

Those attending online will be able to view a live webcast of the meeting.  
Members and Proxyholders can ask questions and submit votes in real time.

To participate online, visit [meetings.lumiconnect.com/300-195-555-858](https://meetings.lumiconnect.com/300-195-555-858) 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: 300-195-555-858**

### 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](mailto:companysecretary@standards.org.au).

### Guests

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

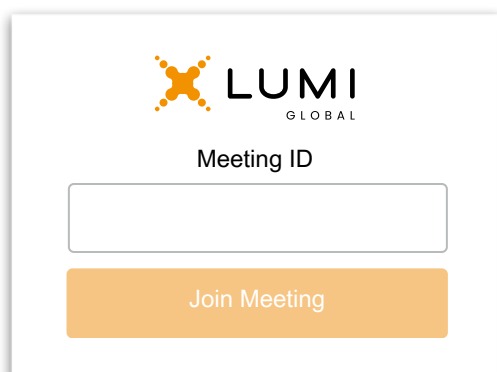
Password rules:

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

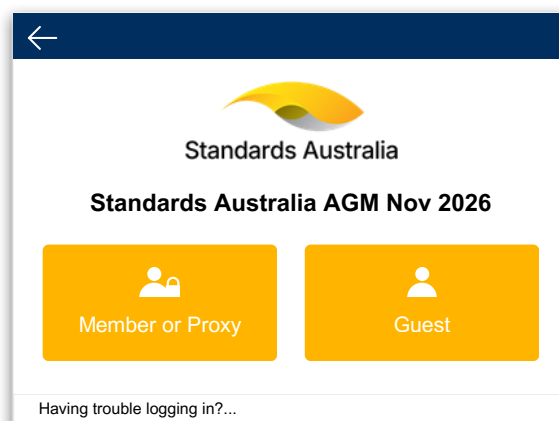
## Registering for the meeting

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

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



The image shows a mobile app interface for LUMI GLOBAL. At the top is the LUMI GLOBAL logo. Below it, the text 'Meeting ID' is displayed above a white rectangular input field. At the bottom is an orange button with the text 'Join Meeting'.



The image shows a mobile app interface for Standards Australia. At the top is a blue header with a back arrow. Below it is the Standards Australia logo and the text 'Standards Australia AGM Nov 2026'. There are two orange buttons: 'Member or Proxy' with a person icon and a lock icon, and 'Guest' with a person icon. At the bottom is a link that says 'Having trouble logging in?...'

**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 screenshot shows a mobile app interface for the Standards Australia AGM Nov 2026. At the top is a blue header with a back arrow. Below it is the Standards Australia logo. The title "Standards Australia AGM Nov 2026" is centered. There are two input fields: "Username \*" and "Password \*". Below the password field is a link "Having trouble logging in?...". 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 screenshot shows a mobile app interface for the Standards Australia AGM Nov 2026. At the top is a blue header with a back arrow. Below it is the Standards Australia logo. The title "Standards Australia AGM Nov 2026" is centered. There are three input fields: "First Name \*", "Last Name \*", and "Email \*". Below the email field is a link "Having trouble logging in?...". At the bottom right is a yellow "Continue" button.

## Proxy Appointment

- 4** Prior to the meeting, you can lodge your proxy online:
- Select the proxy icon  to display the proxy appointment form.
  - Indicate whether you would like to appoint a proxy. If appointing a third party, enter their details at the bottom of the page.
  - If you do not wish to appoint a proxy, select No. No further action is required and you may log out of the platform.
  - Select how you would like your proxy to vote on each resolution. Your response will be highlighted.
  - To change your vote, select a different option to override, or press Cancel to clear your selection.
  - Once all items have been completed, press the Submit button to lodge your proxy form.

Your form will not be valid unless you press Submit. Forms must be submitted before the proxy deadline stated in the Notice of Meeting.

The screenshot shows a mobile app interface for the proxy appointment form. At the top is a blue header with a "Vote" icon. Below it is the title "Would you like to appoint a Proxy to cast your votes" and "Select a choice". There are three radio button options: "Yes - Appoint the Chair as my Proxy", "Yes - I would like to appoint a 3<sup>rd</sup> Party (Please enter their details at the bottom of this page).", and "No - I do not wish to appoint a proxy (take no further action and log out of the platform)". Below these is a section titled "Please indicate how you would like your appointed proxy to vote on the resolutions" with the text "That the minutes of the 2025 AGM be accepted as a true and accurate record of proceedings." and "Select a choice". There are four radio button options: "For", "Against", "Abstain", and "Discretionary". At the bottom is a navigation bar with icons for HOME, VOTE, MESSAGING, and DOCUMENTS.

The screenshot shows a mobile app interface for the proxy appointment form, with the selected options highlighted in yellow. At the top is a blue header with a "Vote" icon. Below it is the title "Would you like to appoint a Proxy to cast your votes" and "Select a choice". The "Yes - Appoint the Chair as my Proxy" option is selected. Below it is the "Yes - I would like to appoint a 3<sup>rd</sup> Party (Please enter their details at the bottom of this page)." option. Below that is the "No - I do not wish to appoint a proxy (take no further action and log out of the platform)" option. Below these is a "Cancel" button. Below that is a section titled "Please indicate how you would like your appointed proxy to vote on the resolutions" with the text "That the minutes of the 2025 AGM be accepted as a true and accurate record of proceedings." and "Select a choice". The "For" option is selected. Below it are the "Against", "Abstain", and "Discretionary" options. Below these is a "Cancel" button. At the bottom is a navigation bar with icons for HOME, VOTE, MESSAGING, and DOCUMENTS.

## Watching the meeting

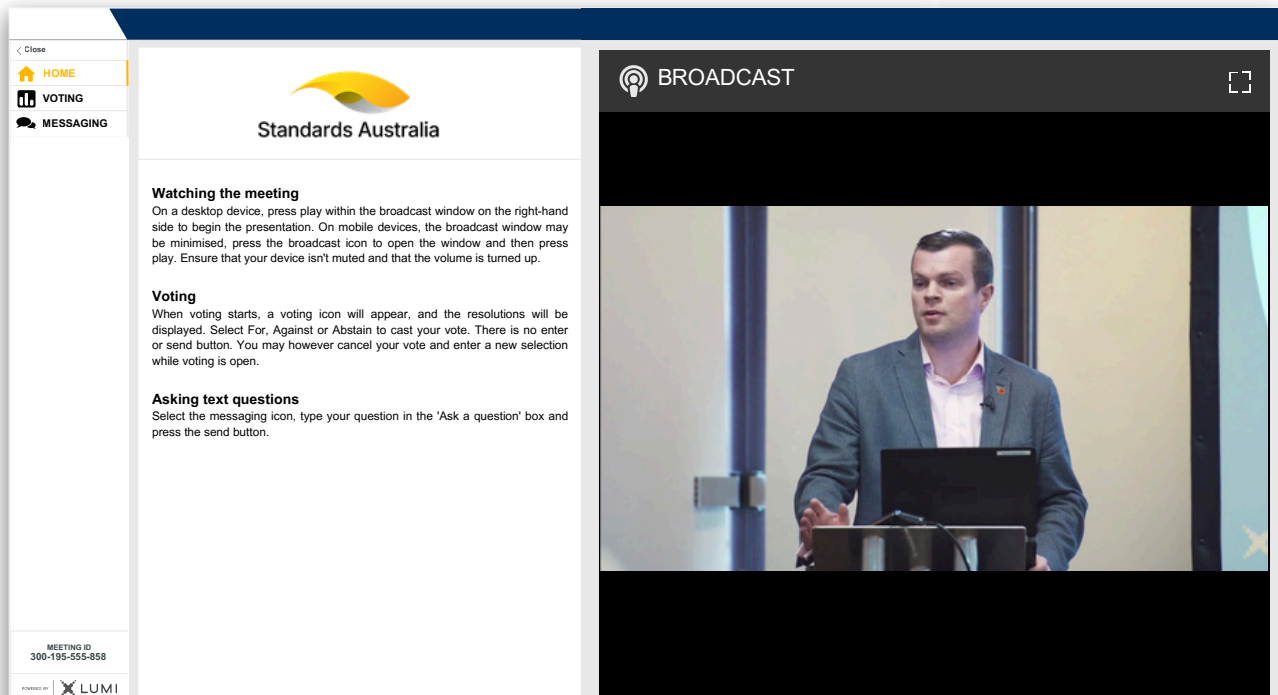
- 4 On a desktop/laptop device, you will see the home tab on the left, which displays the meeting title and instructions. The webcast will appear automatically on the right. Press play and ensure your device is not muted.



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



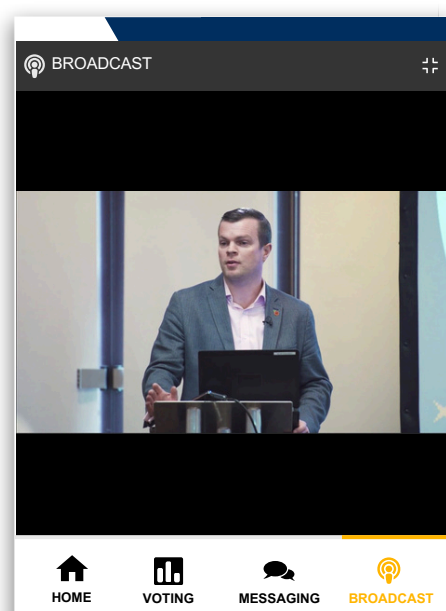
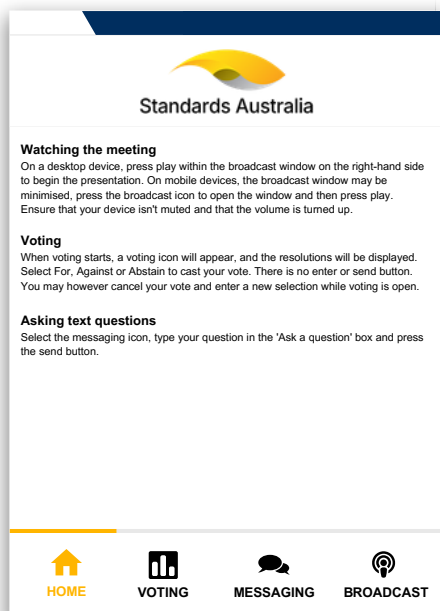
To reduce the webcast to its original size, select the minimise icon.



- 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.

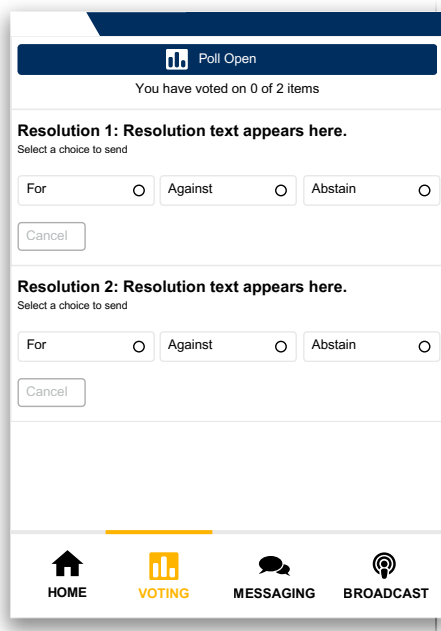
You will still be able to hear the meeting while the broadcast is minimised. Selecting the Broadcast icon again will reopen the webcast.



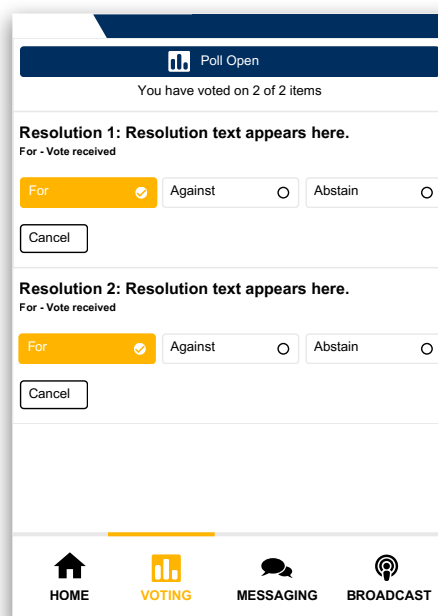
## Voting

- 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.



The screenshot shows the 'Poll Open' screen. At the top, it says 'You have voted on 0 of 2 items'. Below this, 'Resolution 1: Resolution text appears here.' is displayed with the instruction 'Select a choice to send'. There are three radio button options: 'For', 'Against', and 'Abstain'. The 'For' option is currently unselected. Below the options is a 'Cancel' button. The same structure is repeated for 'Resolution 2: Resolution text appears here.' At the bottom, there is a navigation bar with icons for HOME, VOTING (highlighted in orange), MESSAGING, and BROADCAST.

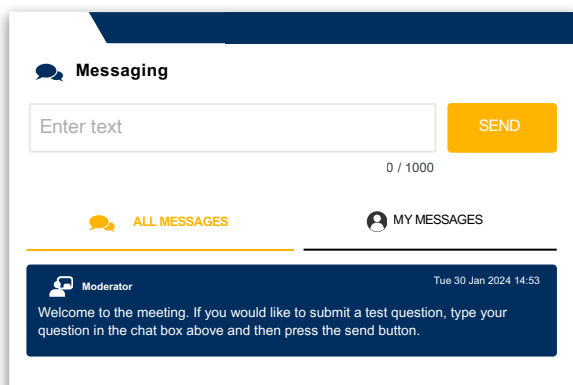


This screenshot is identical to the previous one, but the 'For' radio button for both Resolution 1 and Resolution 2 is now selected, and the text 'For - Vote received' appears above each set of options. The 'VOTING' icon in the bottom navigation bar remains highlighted in orange.

## 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 .

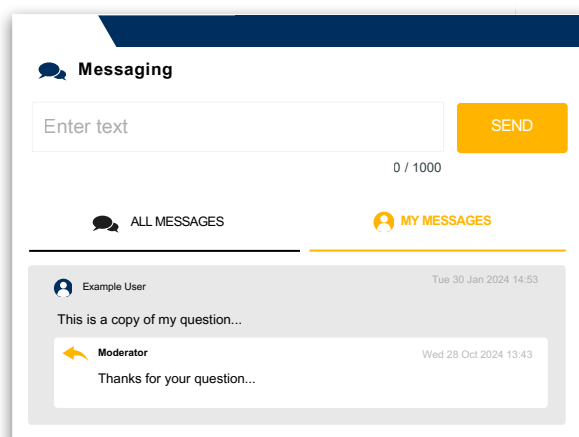
Confirmation that your message has been received will appear.



The screenshot shows the 'Messaging' screen. At the top, there is a text input field with the placeholder 'Enter text' and a 'SEND' button. Below the input field, it says '0 / 1000'. There are two tabs: 'ALL MESSAGES' (highlighted in orange) and 'MY MESSAGES'. Below the tabs, a message from the 'Moderator' is displayed, dated 'Tue 30 Jan 2024 14:53'. The message text is: 'Welcome to the meeting. If you would like to submit a test question, type your question in the chat box above and then press the send button.'

- 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".



This screenshot shows the 'Messaging' screen with the 'MY MESSAGES' tab selected. It displays a message from 'Example User' dated 'Tue 30 Jan 2024 14:53' with the text 'This is a copy of my question...'. Below this, a response from the 'Moderator' dated 'Wed 28 Oct 2024 13:43' is shown with the text 'Thanks for your question...'. The 'SEND' button and character count are still visible at the top.

Need help?

If you require any help using this system prior to or during the meeting, please contact Lumi on +61 2 8075 0100