FASC 2026 Virtual AGM – 18th March – using Microsoft Teams

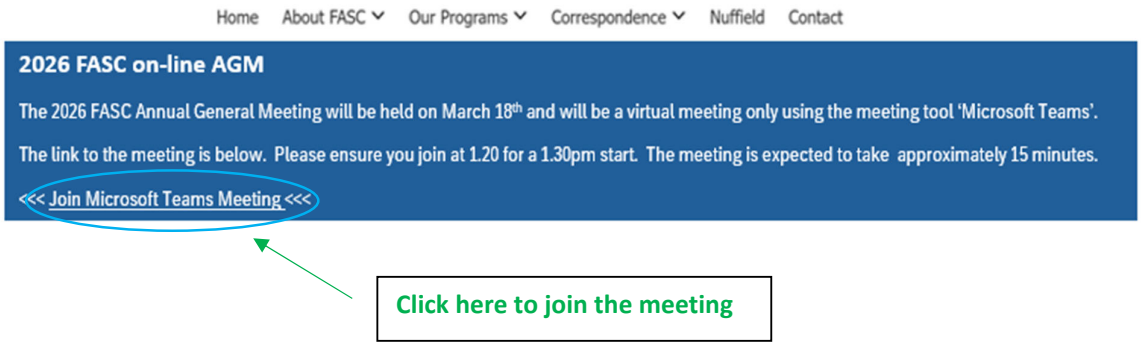
Joining the meeting – please join at 1.20pm for a 1.30pm start.

If you wish to join on a mobile device (phone or tablet) – please see steps on page 2 of this document to complete in advance of the meeting.

On our website www.supplierscouncil.com.au is the meeting link. See website screen shot below.

2026 FASC on-line AGM – March 18th
Please click here to read more and for the joining instructions

The meeting link on the website will then look like this



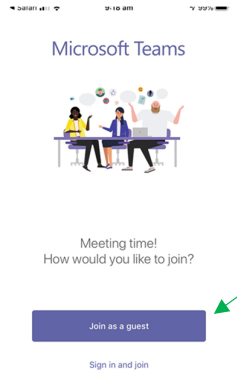
Click here to join the meeting

You will be able to join the meeting on your desktop / laptop computer, or tablet or smart phone.

The following pages have instructions on how to join and how to interact in the online meeting

Joining on a Mobile Device

If you plan to join on a mobile phone or tablet, you should **download the 'Microsoft Teams' app in advance of the meeting** – as most mobile devices will need you to access the meeting via the app.

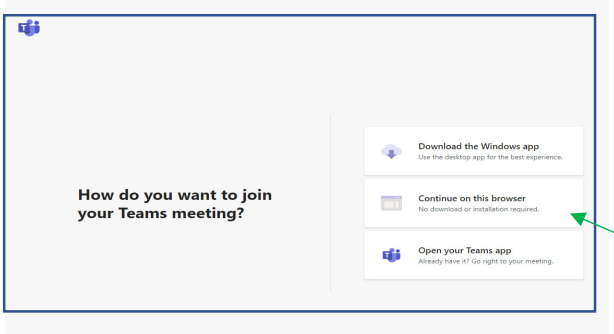


Download the app for your device, then go back to the FASC website or our email and click on the link to the meeting.

You will see this screen (or similar) – you can then log in as a guest – please remember to use your farm number and name as your guest name (see next page).

Joining on a laptop or desktop computer

When you click on one of the links you will see the following screen (or similar).



Easiest option to join

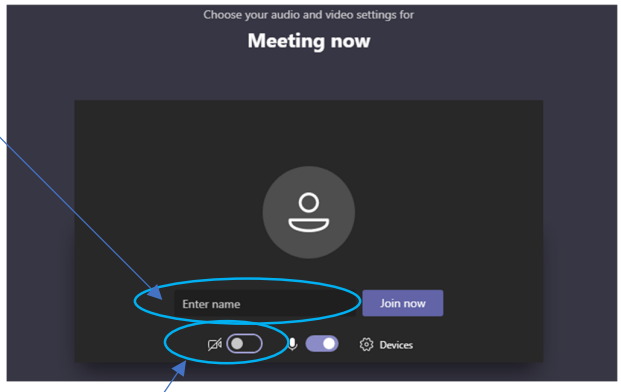
You should not need to download Microsoft Teams to join on a computer – you can simply join the meeting in the browser you are currently using. Click on **'Continue on this browser'**.

If you wish to download the app onto your computer instead – please do this in advance of the meeting.

Adding your name

Please ensure that when prompted, you enter your name as your farm number, then your name

i.e. W0123 Mary Citizen. This is required so we can record your attendance and votes.



You must be in quiet area for the meeting and ideally have headphones for the best experience.
Please ensure you are on **mute**. Click / Drag this button to the left to go on mute.

What will you see when you join the meeting?

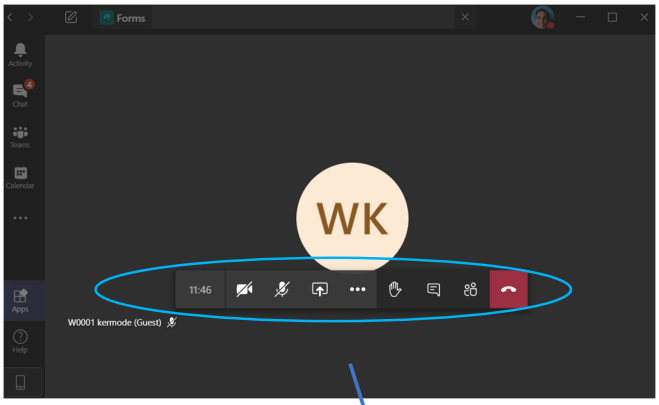
You will see the standard Microsoft Teams Screen (example below) when you first log in.

During the meeting you will see various presentations and documents on your screen.



Functionality available to you

If you hover your mouse anywhere over the section circled below and a control panel will appear.



Control Panel



1 2 3 4 5 6

1. **Hide video:** Turn on / off your video
2. **Mute: Turn on / off your microphone** – please ensure you have this OFF unless your have raised your hand (see #3) and the Chair has invited you to talk.
3. When it is time for **questions** – please click this – i.e. **'raise your hand'** and in time you will be invited to ask your question – please only turn on your microphone when you actually start to speak. Do not unmute until the chair invites you to ask your question.
4. This is the **comments box** – **we will use this box for voting** – see voting below
5. This enables you to **see all other meeting attendees.**
6. **Hang Up** – to end your meeting.

Voting

The AGM will give you the opportunity to vote via a poll on the items of business as set out in the notice of meeting, namely;

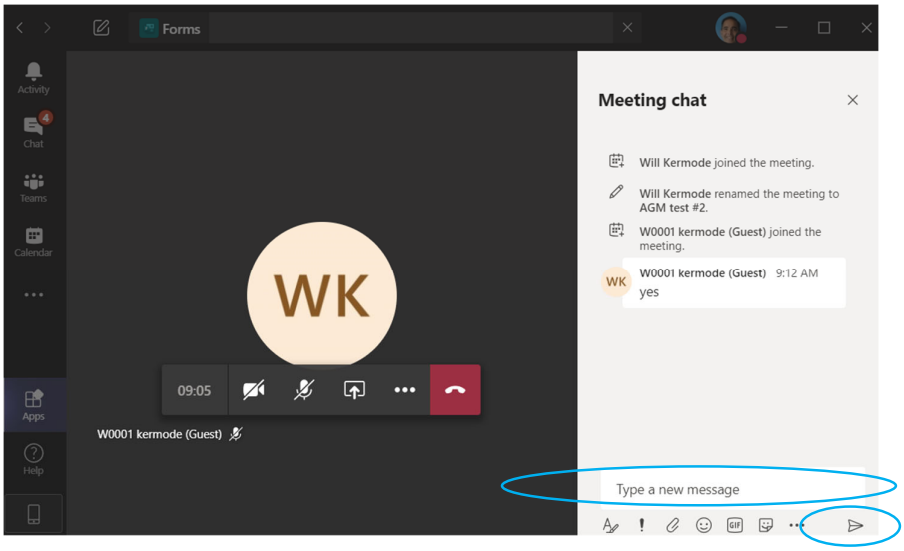
1. the re-election of Mr. David Conheady as a director, and
2. the re-election of Ms. Brooke Theodore (nee Lane) as a director.

When asked to cast your vote, please click on the comments box icon – see item 4 above.

This will bring up a new tab on the right-hand side of the screen. You can type in your response of **Yes, No or Abstain** in the bottom right hand corner – then press enter to submit your vote.

Your response to the question can only be either **Yes, No or Abstain.**

We will do this for each of the resolutions.



Question time – you must 'raise your hand' first – see instructions above

There will be the opportunity for questions at the end of the meeting.

If you wish to ask a question, please follow the following steps

1. Click on the 'raise your hand' icon – item #3 above
2. The Chair will see this (and all others who have raised their hand) and will decide who will be invited to ask their question
3. Do not go off mute until invited by the chair to ask your question.
4. When invited to speak, please go off mute, ask your question, then go back on mute.
5. The Chair (or another in the meeting) will then respond. If there is a follow up question or comment, please go off mute to ask.