



# Virtual Annual Meeting **TIP SHEET**

The special circumstances of the COVID-19 public health emergency require that we conduct CHF Canada's Business Meeting online.

One of our key goals for this historic online meeting is to make CHF Canada's first-ever Virtual AGM a positive and fun experience for you. Here's how we plan to do that:

- ▲ **A shortened agenda**
- ▲ **Easy-to-use meeting and voting platform**
- ▲ **A special musical performance featuring Joel Plaskett**
- ▲ **Door prizes**

Here are the steps you can follow to ensure your Virtual AGM experience is successful and enjoyable:

- ▲ **Register online** by following the AGM links from [www.chfcanada.coop](http://www.chfcanada.coop). Registration is free for CHF Canada members.
- ▲ If you are a voting delegate, **check out the reports, meeting resolutions and election candidate profiles** before the Virtual AGM. This information is found in the **'Democracy' section** of the AGM website.
- ▲ **Ensure your technology is set up** for the meeting, using
  - our **Virtual AGM orientation video**, featuring a tour of the Virtual AGM platform explaining how to sign on, make and second motions, comment on a motion, and vote.
  - our live **Test Your Tech** event on June 11, from 7:00 to 7:30 p.m. ET. (optional)
  - Virtual AGM meeting 'Doors Open' at 12:30 p.m. ET on June 13 (an hour before the official meeting starts at 1:30 p.m.) giving you time to ensure your set up works and try a few test votes.

**IMPORTANT NOTE:** The Virtual AGM platform only works on Safari, Chrome, Firefox and Edge Chromium internet browsers. It does not support Microsoft Explorer or Edge.

If you have any technical difficulties at all before or during the meeting, you can call our Virtual AGM support team of Nick Sont or Marie Marin at 1-855-867-6601 or 613-695-6601 and they will help you.