



Online Meeting Guide

Meeting Link:
endeavouragm.verovoting.com.au
Member :<member Name>
Username :<username>
PIN :<PIN>

NDVR Endeavour Foundation

Endeavour Foundation AGM - Event Summary

Registration Opens
Friday, 8 November 2024
12:00 PM (AEST)

Online AGM Starts
Friday, 29 November 2024
2:00 PM (AEST)

The Endeavour Foundation Annual General Meeting (AGM) is accessible online through the Vero platform. This platform is accessible on both desktop and mobile devices to allow Endeavour Foundation Members to attend and participate in the 2024 AGM. For Endeavour Foundation Members who have a valid email address recorded on the Membership Register, in addition to these printed instructions, will soon receive an email from Vero to attend the meeting.

To view the AGM and participate online, you will need to:

- ensure your browser is compatible – the Vero platform supports the latest versions of Chrome, Safari, Firefox, and Edge;
- visit the **Meeting Link** recorded in the top right corner of this Online Meeting Guide on your desktop or mobile device;
- login using the process below to review all documents and information about the AGM;
- to ask questions, you can do so prior or during the meeting using the **Q&A** tab.

Logging in

Enter your **Username** and **PIN**, recorded in the top right corner of this Online Meeting Guide, to sign in or click the link you receive in your email that will log you in directly.

How to Vote

Please note that there is currently no business on the agenda for the 2024 AGM requiring a vote. If for any reason the members at the meeting are required to vote, this can be done either by:

- Voting online by each Member who has logged into the AGM, using the instructions detailed further below: or
- Appointing a Proxy to vote on your behalf at the AGM. Refer to the enclosed Proxy Form and How to Complete guide.

How to participate in and vote at the online AGM


STEP 1

Access online portal by using the meeting link shown in top right corner of this notice

STEP 2

Enter your Username and Pin to login or click the link in your email directly.

STEP 3

When the voting is opened, click  and select your preferred voting option.

Households with multiple Members but only one online device

To participate and vote at the online AGM, each Endeavour Foundation Member will need to login separately to the AGM, on an internet enabled device. For households that have multiple Members but only a single internet enabled device, the Members who have not logged in separately will still be able to participate in and watch the AGM, but will need to appoint a Proxy to vote on their behalf as outlined above, by completing and returning the attached **Proxy Form**.

Using Vero Platform

Refer to the attached user guide.

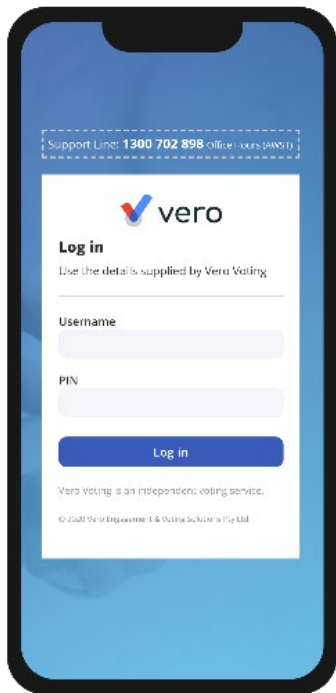
Support

If you have any questions, or need assistance with the online process, please contact Vero on 1300 702 898 between 8.30am—5.00pm Monday to Friday (Western Australia time) or email support@verovoting.com.au.

Alternatively, Endeavour Foundation Company Secretariat Office, is also available to answer questions and provide assistance, on (07) 3900 5411 or companysecretary@endeavour.com.au



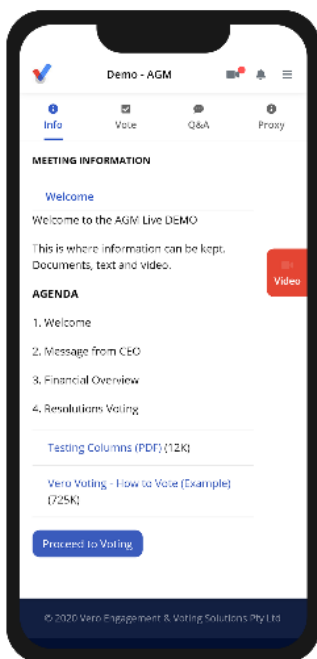
Using Vero Platform



1. Signing In (on your mobile or desktop computer)

- You will be provided with AGM information via a postal AGM Notice of Meeting and for Members who have a valid email address recorded on the Membership Register, via email by Vero platform.
- Use your Registration Link to access the online portal; **or**
- Visit the meeting domain on the previous page. Enter your **Username** and **Pin** to sign in.
- Ensure your browser is compatible – Vero platform supports the latest versions of Chrome, Firefox, Edge, and Safari.
- Register your attendance.

Note: If you misplace the information above, call 1300 702 898 for tech support.

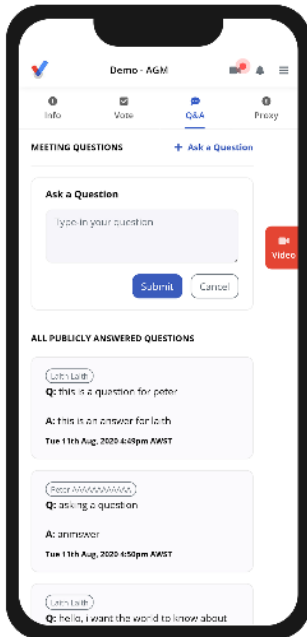


2. Attending and Watching the Meeting


- Make sure you have a good stable internet connection.
- If you are on a mobile select the **video** icon on the right side on the screen.
- Press unmute and play to start watching the AGM.
- You have the option to view full screen and adjust volume.

Recommended Browsers

- > Desktop/Laptop: Chrome, Firefox, Edge, or Safari (latest versions)
- > Mobile iOS (12.2+): Safari Mobile
- > Mobile Android (6.0+): Chrome Mobile.



3. Asking Questions (Q&A)

- To ask a question **prior or during the meeting** press the Q&A tab 
- Start typing your question in the box and when done, click Submit. Once sent, it will appear in the column with the icon “NEW”.
- Once you have submitted your question, it will be flagged as one of the following statuses:

Approved

This status appears when your question will be answered online. The answer will appear below your question.

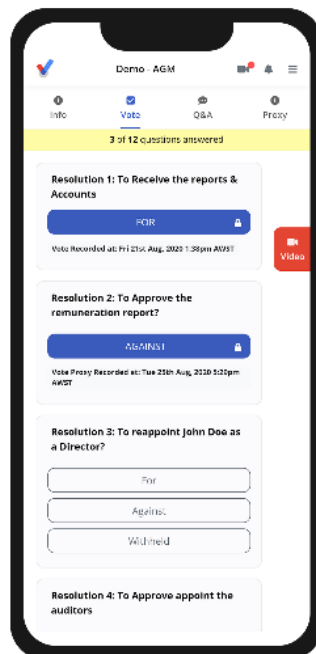
Answer after meeting

This status appears when your question will be answered after the meeting.

Support


This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.

- Questions that are submitted during the meeting are reviewed in real time and will be posed to the Chair of the meeting directly if appropriate.



4. Voting

The voting starts when the meeting Chair opens the poll. From your screen, you will see the resolutions and voting choices set.

- To vote, click on the Vote tab  to navigate to the Voting page.
- Simply select your options to cast your vote for each question.

For more assistance with the online processes, contact 1300 702 898 or email support@verovoting.com.au