ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA | ASSOCIATION DES MANUFACTURIERS DE LA MENUISERIE ARCHITECTURALE DU CANADA

AWMAC NATIONAL

VIRTUAL MEETING USER GUIDE

You are invited to the **2020 AWMAC Annual General Meeting** which will be broadcasted using a Zoom Webinar hosted by GetQuorum, a company specializing in corporate governance services and electronic voting.

Attend using the Zoom App

To attend the meeting, you must register online via the button sent in the registration email.
1. Install the Zoom application for your computer at https://zoom.us/download
2. Click on download under "Zoom Client for Meetings"
3. Please visit https://zoom.us/test to conduct a test run once you have installed the Zoom application.
4. On your cell phone or tablet, go to the app store on your device and search "Zoom", then download the app.

Once registered, you will receive an email with a link and a button to your voting portal where you can participate in live voting.

If you cannot access your email during the meeting, please submit an electronic proxy before the deadline.

Attend by Dialing-In

If you choose to dial into the meeting you will **not be able to participate in live motions or Q&A**.

Steps to dial-in:

1. From Canada, dial one of the following numbers (for higher quality dial a number based on your current location): 647-374-4685, 647-558-0588, 778-907-2071, 204-272-7920, 438-809-7799, 587-328-1099, 301-715-8592, 312-626-6799, 646-558-8656, 253-215- 8782, 346-248-7799, 669-900-9128, 888-475-4499, 833-548-0276, 833-548-0282, *877- 853-5257 (Toll Free), 855-703-8985 (Toll Free), 888-475-4499 (Toll Free) or 833- 548-0276.*

2. Following the prompt enter the meeting ID: **97263825365** , followed by #. The password is **705869**.

3. If the meeting has not started yet, ignore the prompt to enter the host key, just press # to wait for the meeting to start.

4. You may also be prompted to enter your unique participant ID. Attendees can press # to skip this step as well.

Need assistance prior to the meeting? Please send an email to voters@getquorum.com.

The following pages contain a user guide with instructions on how to participate in a virtual meeting via the zoom app.
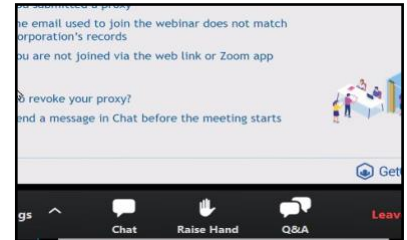
Participating in the Webcast

IMPORTANT: As an attendee, you will be UNABLE to unmute your microphone or turn on your webcam. The meeting's host will need to unmute your microphone in order for you to speak.

If you are using a computer, you may find that the meeting is in "full screen mode". To exit full screen mode, press the "Esc" button on your keyboard.

Participating in the Virtual Meeting

There are buttons located in the control panel at the bottom of your screen. These buttons allow you to do the following:

- Raise your hand virtually
- Ask questions of the current speakers via text

Raising your Hand

To raise your hand virtually, press the "Raise Hand" button in the bottom control panel. One press raises your hand, a second press will lower your hand. The current speaker may ask you to raise your hand for the following reasons:

- When asking for an attendee to "make a motion" (eg. a "MOVER" and "SECONDER")
- When asking for a "show of hands" vote after a motion
- To indicate that you would like to be unmuted to speak during a Q&A session
- To register an objection when the speaker asks for objections
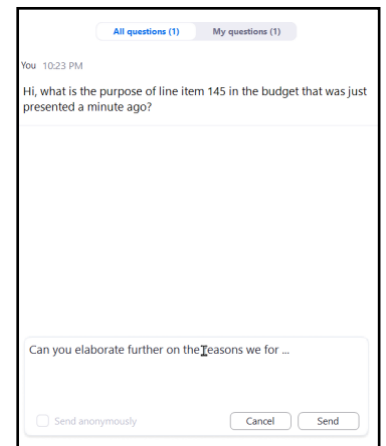- Or for other purposes in which a hand raise would be utilized

Asking Questions and Getting Help

Press the "Q&A" button in the bottom control panel to open a panel that will allow you to pose questions to the current speaker.

Simply type in your message and press the "Send" button.

The host and speakers will be able to see your question. You can send questions at any time during the meeting, however they may only be answered during certain dedicated Q&A periods.

If you require technical assistance during the meeting, you may also use the Q&A box to send a message to the support team on hand.

Participating in Polls

The current presenter may choose to use polling during the meeting. If a poll is issued, a polling window will popup which allows you to register your choice.

Polling may be used in place of a "show of hands" vote, or simply to take a survey of the audience.