Nominet Annual General Meeting 2021 – FAQs

General AGM FAQs

WHEN IS THE 2021 AGM?

The 2021 AGM will be held at 14:00 - 15:30 hrs (GMT) 18th November 2021.

WHERE WILL THE 2021 AGM BE HELD?

This will be a virtual event. The meeting will be hosted on the Convene platform and we recommend you **log on to the platform** at 13:45 hrs (GMT) on the day to allow the meeting to start promptly.

WHO CAN ATTEND THE AGM?

All Nominet members are invited to attend the AGM. The named voting contact on your account will have received the notice of AGM from the independent scrutineer CIVICA. If you are not the named voting contact, but would like to attend the AGM, please contact engagement@nominet.uk for more information on how to register.

Members who wish to appoint a proxy to attend the AGM in their place should contact companysecretary@nominet.uk. You will need to provide their name, mobile number, and email address.

HOW DO I REGISTER TO ATTEND?

Please register to attend the AGM by completing the **registration form**. We recommend registering by 18:00 hrs (GMT) on 16th November. However, registration will remain open until the close of the AGM.

WILL THE AGM BE RECORDED?

Yes. The AGM will be recorded and shared on the Member Hub.

HOW CAN I ASK QUESTIONS AT THE AGM?

At the AGM you will be able to ask both written and verbal questions directly via the Convene platform. Members have the option to ask a question with microphones and cameras turned on.

Full details of how to do this are available in the **Technical FAQs** section.

Alternatively, you can choose to submit your questions in advance on the **Convene platform**.

General AGM FAQs

WHAT IF I DO NOT HAVE ACCESS TO AN INTERNET CONNECTED DEVICE ON THE DAY OF THE AGM?

If you are unable to join using an internet connected device, you can dial in from the UK using one of the toll-free numbers: **0800 358 2817** or **0800 031 5717** or **0800 260 5801**. If you are calling from outside of the UK please check **the list of international numbers**.

Please dial in using the mobile number entered on the registration form to avoid any difficulties. If you are unsure which number was used, please contact Convene Support either by email **support@ conveneagm.com** or using the telephone numbers or live chat on the **Convene website**.

1. Enter the meeting ID followed by #: 879 8018 7538

2. Enter the meeting passcode followed by #: 70886878

3. You will not need to enter a participant ID

If you would like to ask a question during the Q&A session:

1. Please raise your hand by entering ***9**

2. Once you are introduced, please enter ***6** to unmute to ask your question

3. After you have asked your question, you will be muted by the host

4. If you would then like to ask another question, please press ***9** to raise your hand again

Registration FAQs

WHAT IS THE REGISTRATION PROCESS?

Please enter your details to register to attend the AGM.

- You will need to enter your **details** (first name, last name, email, mobile number, company – if applicable and registrar TAG – if known) and confirm your SMS code.
- You will then receive an email from agmaccounts@conveneagm.com inviting you to verify your email address and create a password.
- Your membership will be verified by the Member Engagement team.
- Upon registration approval, you will then receive a confirmation email of your registration from agmaccounts@conveneagm.com.

WHY HAVE I BEEN ASKED FOR MY MOBILE NUMBER AND TO CREATE A PASSWORD?

The voting platform includes two-factor authentication so each time you log into the platform you will be asked to enter the code sent by SMS, in addition to your email and a password chosen by you.

I SUBMITTED A REGISTRATION BUT HAVEN'T HAD ANYTHING ELSE?

Please check for an email from agmaccounts@conveneagm.com asking you to verify your email address and create a password. If you cannot find this email or have not received it, please email support@conveneagm.com.

I SUBMITTED A REGISTRATION, VERIFIED MY EMAIL ADDRESS – WHAT NEXT?

Your registration is pending review, please wait for approval.

I'M REGISTERED AND APPROVED – WHAT NEXT?

On the day you will need to **log in** with your email and the password you created.

WHAT IF I'VE FORGOTTEN MY PASSWORD?

On the **Convene Platform** select the 'Forgot your password?' option. You will be sent an email to reset your password.

WHAT IF I'VE FORGOTTEN WHICH EMAIL ADDRESS I USED?

Please contact Convene Support either by email support@conveneagm.com or using the telephone numbers or live chat on the **Convene website**.

CAN I SHARE THE AGM LINK WITH A COLLEAGUE SO THEY CAN JOIN?

Each attendee's login credential is unique. If you have a colleague who wishes to attend the AGM, they will need to **register**.

Voting FAQs

HOW DO I VOTE?

The voting contact email address will have been sent an email from takepart@cesvotes.com with full instructions. If you need further assistance, please contact engagement@nominet.uk.

WHERE CAN I FIND MORE INFORMATION ABOUT WHY IT IS IMPORTANT TO VOTE?

The Chair has published an **explanatory note** providing additional background on why it is important to vote.

HOW DO I APPOINT A PROXY TO VOTE?

The voting contact email address will have been sent an email from takepart@cesvotes.com with full instructions. If you need further assistance, please contact engagement@nominet.uk.

WHEN WILL THE RESULTS BE COMMUNICATED TO MEMBERS?

The results of the Non-Executive Directors elections will be announced on or before the 17th November 2021.

The results of the company resolutions will be published on the Nominet website following the close of the AGM. We expect this to be on the evening of 18th November 2021.

WHEN DOES VOTING OPEN?

Voting in the Non-Executive Directors elections and company resolutions opens at Noon (GMT) on 27th October 2021.

WHEN DOES VOTING CLOSE?

Voting in the Non-Executive Directors elections and proxy voting for company resolutions will close at noon (GMT) on 15th November.

Attendees who are the named voting contact will have the opportunity to cast their vote on the company resolutions during the meeting.

Technical FAQs

HOW DO I JOIN THE AGM USING AN INTERNET CONNECTED DEVICE?

For the best experience we recommend the following devices and browsers:

- Desktop or laptop running Windows 10 or macOS 10.15 (Chrome, Microsoft Edge 2020, Firefox)

- Tablet or phone running Android 9 or later (Chrome, Microsoft Edge 2020)

For members using iOS devices and/or Safari browser:

You may still watch the webcast of the proceedings but would be required to open the Zoom application if you want to ask questions via video.

To ensure compatibility, please update your browser to the latest version. Please consider using another browser or device if you are having problems viewing the webcast.

To check software and hardware requirements, join a test webcast or to contact the Convene support team please **click here**.

WHAT IF I EXPERIENCE VIDEO QUALITY ISSUES?

If you are experiencing video quality issues whilst watching the AGM, please open **Alternative Channels** and select **Channel 2** or **Channel 3**.

HOW CAN I ASK QUESTIONS AT THE AGM (USING IOS DEVICES AND/OR SAFARI BROWSER)?

To submit a written question during the AGM:

1. Select Ask a Question

2. Type Your Question

Your question will be answered during the Q&A session.

If you wish to use audio and video to submit a written question:

1. Select **Queue for Video Call** to ask your question with your camera and microphone turned on. You will be required to open the Zoom application

2. You will be asked to join a virtual waiting room before you are introduced to ask your question. You will still be able to watch the AGM broadcast during this time

3. When prompted, please select **Join as Panelist** but remain muted and with your camera off until you are verbally introduced by the host. You may be in the virtual waiting room for a few minutes before the host verbally introduces you

4. Once you are verbally introduced, please **Unmute** and **Start Camera**. Please state your own name and your company name before asking your question

5. After your question has been asked, return to the Safari browser to continue watching the broadcast

6. If are waiting and then decide you no longer wish to ask your question verbally, please select **Leave Queue**, or return to the Safari browser if you are already in the waiting room

7. If you have additional questions, please re-join the queue by clicking **Queue for Video Call**

Technical FAQs

HOW CAN I ASK QUESTIONS AT THE AGM (USING THE RECOMMENDED DEVICES AND BROWSERS)?

To submit a written question during the AGM:

1. Select **Ask a Question**

2. **Type Your Question**

Your question will be answered during the Q&A session.

If you wish to use audio and video to submit a written question:

1. Select **Queue for Video Call** to ask your question with your camera and microphone turned on

2. You will be brought into a virtual waiting room before you are introduced to ask your question. You will still be able to watch the AGM broadcast during this time

3. Whilst in the virtual waiting room the message **Get ready to ask your question** will appear. This is not a prompt to ask your question. Please keep your camera and microphone off until you hear the host introduce you. You may be in the virtual waiting room for a few minutes before the host verbally introduces you

4. Once you are verbally introduced, please **Unmute** and **Start Camera**. Please state your own name and your company name before asking your question

5. After your question has been asked, please **Exit Q&A**

6. If are waiting and then decide you no longer wish to ask your question verbally, please select **Leave Queue**, or **Exit Q&A** if you are already in the waiting room

7. If you have additional questions, please re-join the queue by clicking **Queue for Video Call**

WHAT IF I HAVE A TECHNICAL ISSUE DURING THE AGM?

For technical questions, please submit these through the **Contact Support** button on the bottom right of your screen. The technical team may call you on the mobile number entered at the time of registration to help resolve any issues.

Further Information

If you have a question that isn't listed on this page, please contact **engagement@nominet.uk**.