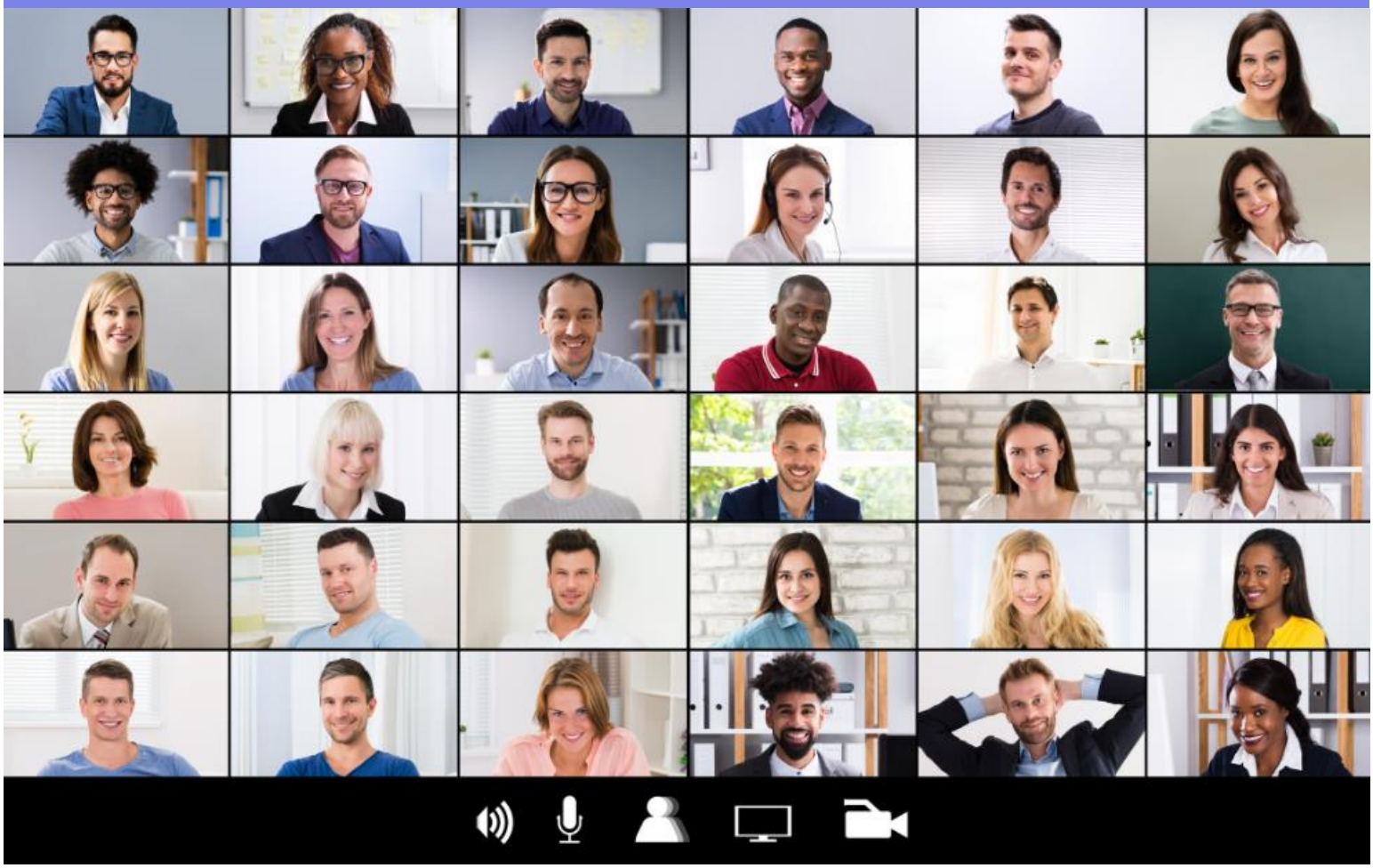
Virtual AGMs, Yes, we can!



Virtual AGM Attendee User Guide

Virtual Upon

www.virtualupon.com info@virtualupon.com 1 (855) 919-5378

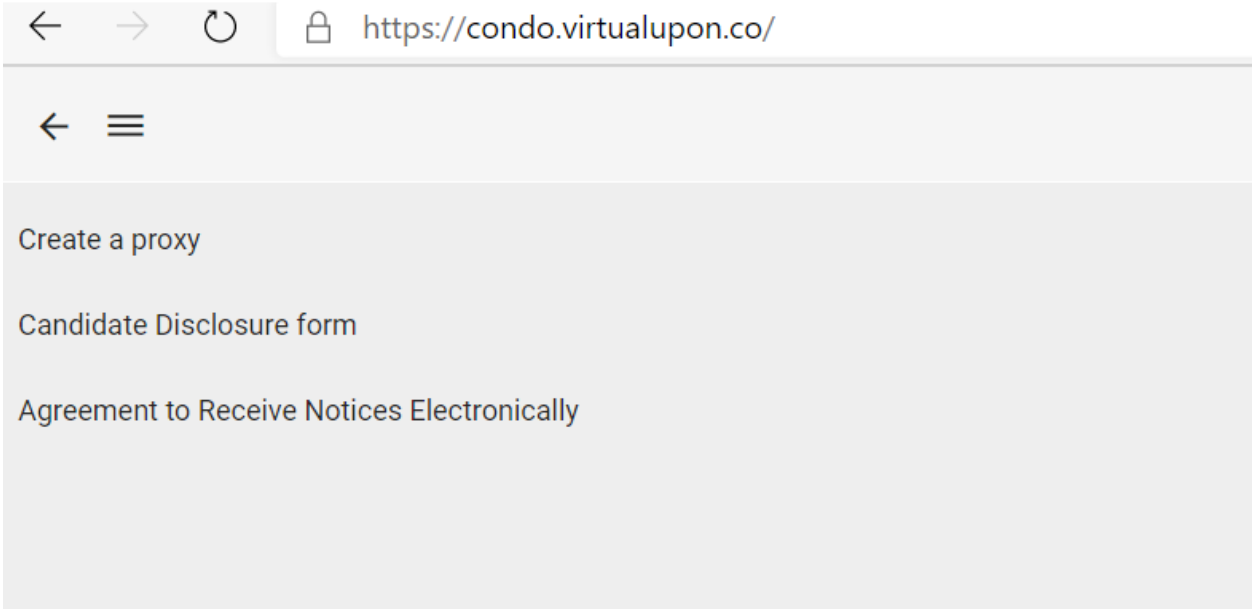
Before the AGM:

In order to: fill out electronic forms before the AGM, participate in the AGM event later, make motions, nominate a candidate, vote and ask questions- you must login in to the virtualupon AGM Platform and continue to be logged in for the duration of the AGM. The application is located:

https://condo.virtualupon.co

To login you should have received a user name and password from Virualupon Admin Team.

After you login you will find the electronic forms on the left side of the screen as depicted below.



Click on the form name and start filling-out the required information. Each time you complete and submit an E-Form, a copy will be emailed to you and your property manager.

We encourage you to complete the E-proxy form online as it will count toward reaching quorum.

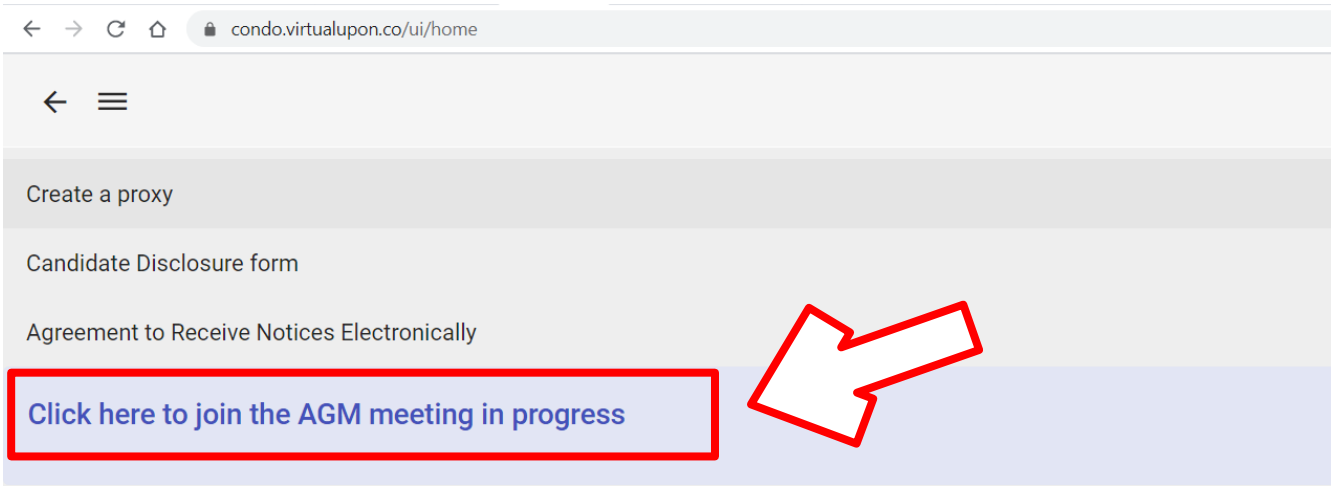
Virtualupon Attendee User Guide.

The AGM Day:

At the Event time open your browser and go to:

https://condo.virtualupon.co

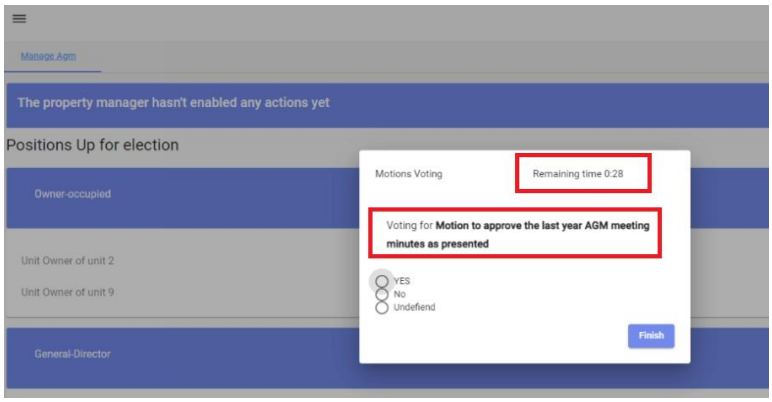
After you login you will find a link as depicted below. Click on the link that will take you to participate in the AGM. Now you will be able to make motions, nominate a candidate, vote and ask questions.



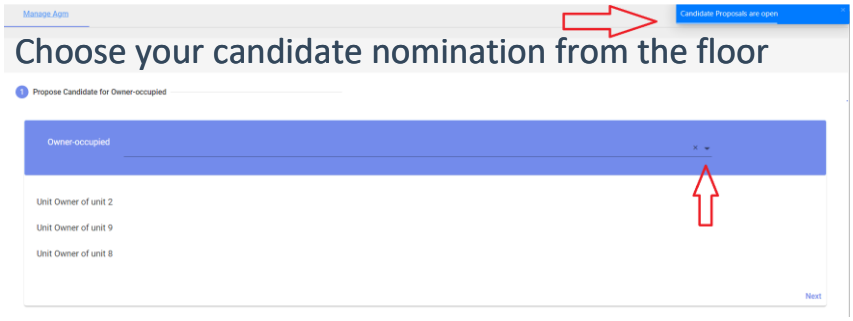
Monitor the screen instructions. When the meeting host asks you to make motions, nominate a candidate, vote and ask questions- a pop up window will come up, as the following screens display on the next page. Make your selection within the time period assigned for the task. Monitor the time countdown and the top of the task for your selection to be considered.

The AGM Day

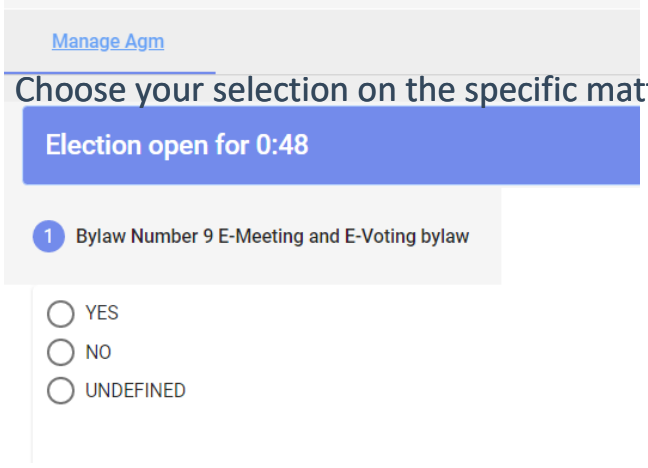
Choose your selection to make a motion



Choose your candidate nomination from the floor

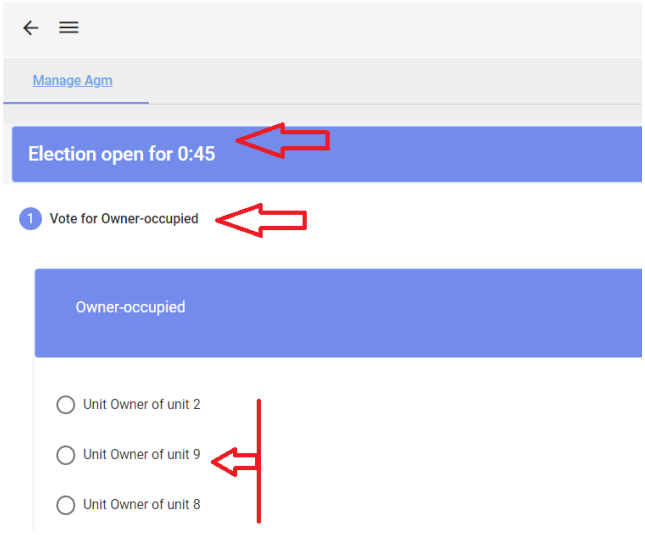


Choose your selection on the specific matter

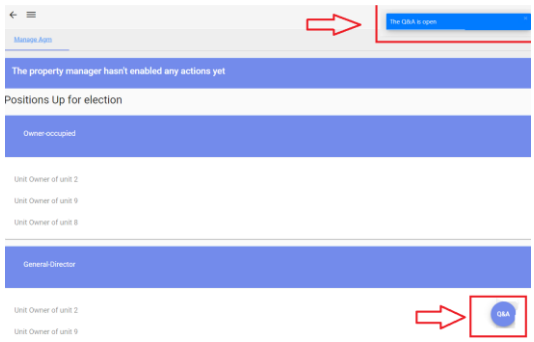


The AGM Day

Make your vote: Select your candidate name from the dropdown list



Q & A



When the host opens Q&A session, a pop up menu on the top screen will alert you. Click on the Q&A button on the right bottom corner to go to the Q&A chat. You can send private messages to the property managers group that will be viewed by your property managers, board of directors, and the meeting host.

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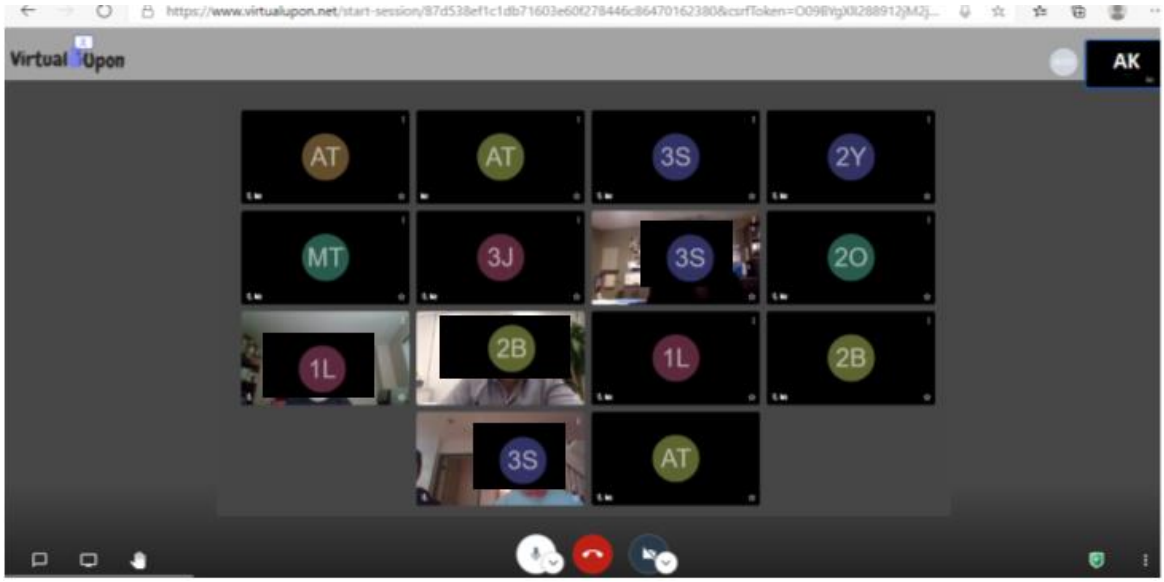
The AGM Day

The Virtualupon Conference-Meeting is part of the AGM application. No installation or set up is required.

Your device-laptop, tablet, PC, or smart phone must be working and have video and audio enabled to be able to participate in conversations and appear on video.

Please note by default, attendee video and audio will be muted. We ask you to use the raise hand feature if you would like to speak.



Important icons:

Button (1) Chat

Button (2) Share items (Function not available on mobile phone)

Button (3) Hand raise (Shortcut *R*)

Button (4) Mic ON/OFF (Audio (Shortcut *M*)

Button (5) Leave the meeting

Button (6) Video ON/OFF (Audio (Shortcut *V*)

To attend the live virtual meeting by conference call

To participate in the meeting functions you must login to AGM application.

If you select to join the meeting via a phone, here is the information to join the conference call:

Participant Code: (Will be included with your AGM package information)

Dial-in Numbers

Ontario: (587)-883-9098

Canada–United States: 1866-725-2751

Support:

Virtualupon will have technical staff to support you during the meeting.