

2021 REIQ Annual General Meeting

Online Portal User Guide

All REIQ Members who would like to attend the Annual General Meeting (AGM) can access the GoTo Webinar platform using a desktop computer or a mobile device.

The AGM will be interactive and members can participate in the broadcast by voting on polls and asking questions via the GoTo webinar platform.


Join the AGM at **12 pm (Brisbane Time) on Thursday, 28th October 2021.**

Getting Started:

Step 1:

- Members will need to register for the AGM on the REIQ website. Please find the link below:

[\[insert link\]](#)

A red rectangular banner with the REIQ logo and the text "2021 REIQ ANNUAL GENERAL MEETING" in white.

We are pleased to announce that the 2021 Annual General Meeting (AGM) of the Real Estate Institute of Queensland (REIQ) Ltd will be held on Friday 28th October, 2021 at 12 pm.

The 2021 AGM will cover the REIQ's annual highlights and business updates from our Chief Executive Officer, Antonia Mercorella and the REIQ Board of Directors. The 2021 AGM also provides the opportunity to recognise our new Board of Directors and celebrate our valued Life Members.

Due to the ongoing risk of the COVID-19 outbreak, the meeting this year will be held electronically for your comfort and safety.

For more information, please refer to the [Notice of Annual General Meeting 2021](#) or visit [REIQ Governance](#).

Date: Thursday, 28th October
Time: 12 pm to 1 pm
Price: N/A

Book your virtual tickets now!

Members, register for your virtual ticket by following the instructions below:

- Log in to your [REIQ Member Portal](#)
- Register for the 2021 REIQ Annual General Meeting via the [Events Portal](#)

Step 2:

300 MYREIQ
☎ 7 3891 5359

50 Southgate Ave, Cannon Hill, QLD 4170
PO Box 3447, Tingalpa DC, QLD 4173

- Once you've registered, you will receive a confirmation email that includes useful information on how to join the AGM.

A red rectangular banner with white text. It features the REIQ logo at the top, followed by "2021 REIQ ANNUAL GENERAL MEETING" in a bold, white, sans-serif font.

REIQ 2021 REIQ ANNUAL GENERAL MEETING

Thank you for registering for "REIQ - 2021 Annual General Meeting".

We are pleased to announce that the 2021 Annual General Meeting (AGM) of the Real Estate Institute of Queensland (REIQ) Ltd will be held on Thursday, 28th October 2021 at 12 pm.

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For more information, please refer to the Notice of Annual General Meeting 2021 or visit REIQ Governance.

Please send your questions, comments and feedback to: events@reiq.com.au

How To Join The Webinar

Thu, Oct 28, 2021 12:00 PM - 1:30 PM AEST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

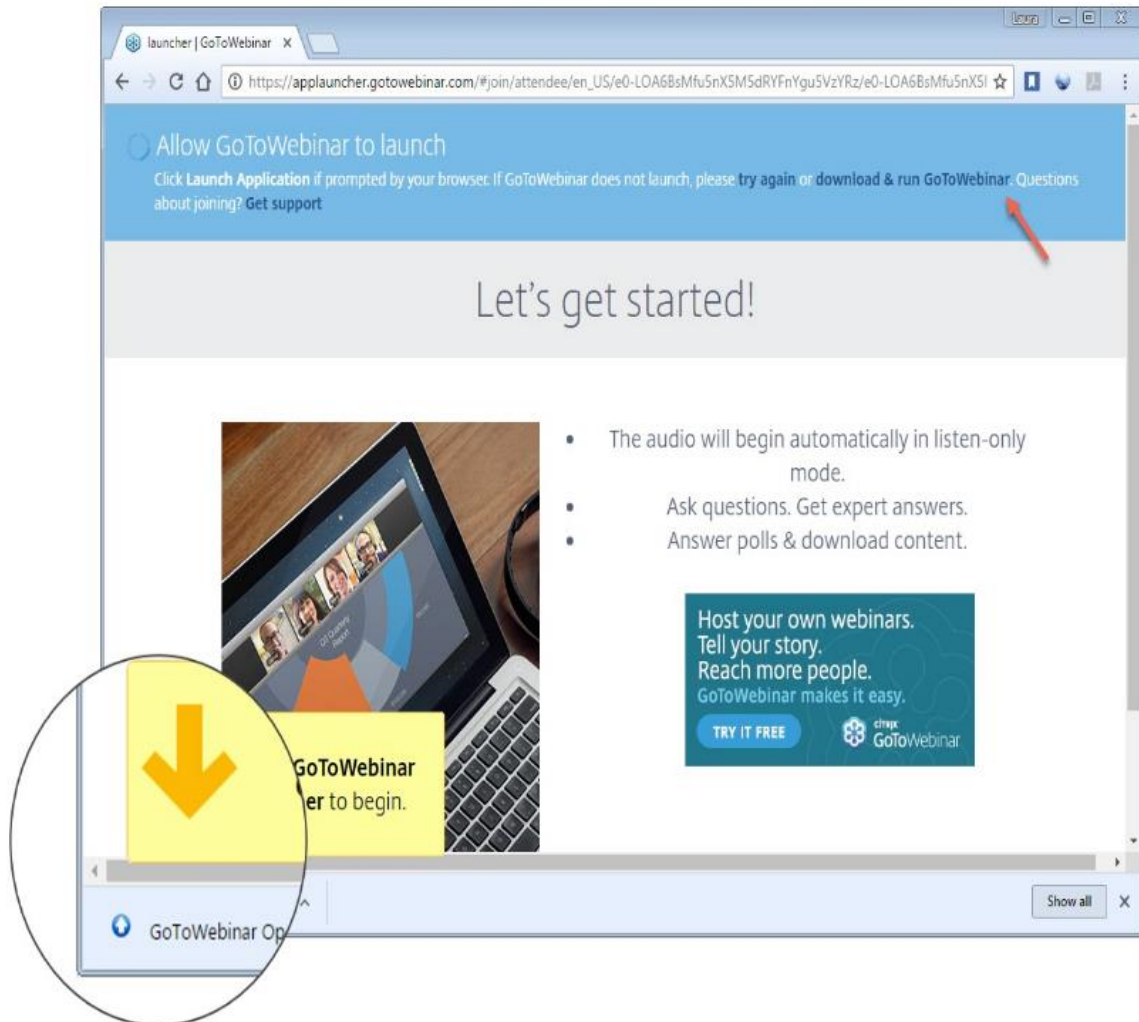
[Join Webinar](#)

Step 3:

T 1300 MYREIQ
F 07 3891 5359

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- When the AGM is about to begin, click the **Join link** in your confirmation email to instantly join the meeting.

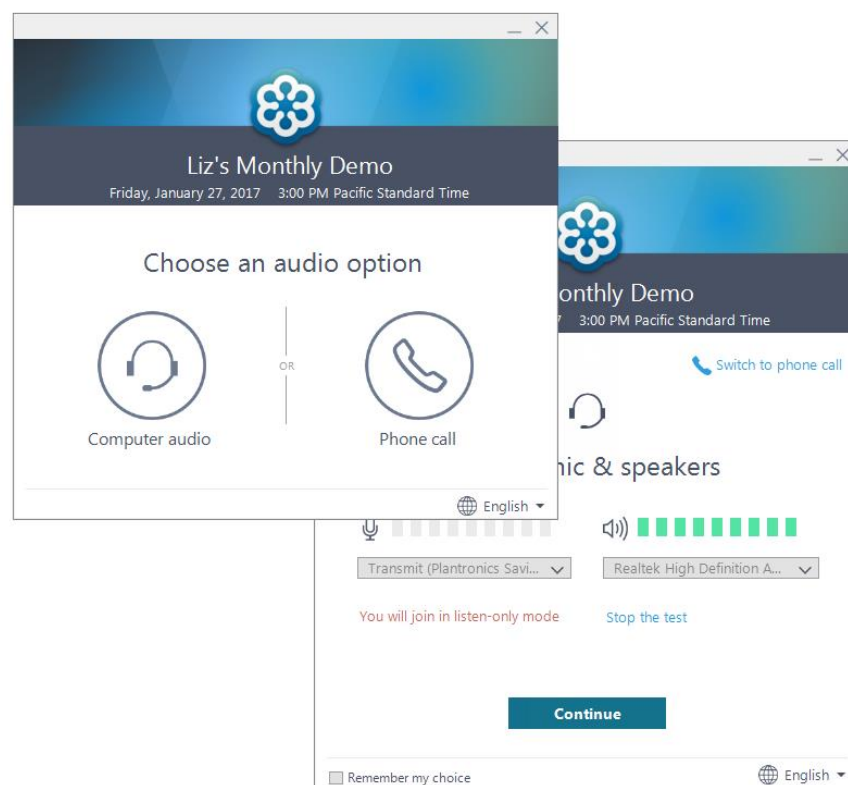


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Step 4:

- **Set up audio**
 - Once you've entered the AGM via the link in your email, you will be prompted to set up your audio.
 - To use your computer's mic and speakers:
 - 1) Click Computer audio.
 - 2) Use the drop-down menus to select the desired audio devices.
 - 3) Click Continue.
- **To use your telephone to dial in:**
 1. Click **Phone call**.
 2. Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.
 3. Click **Continue**.



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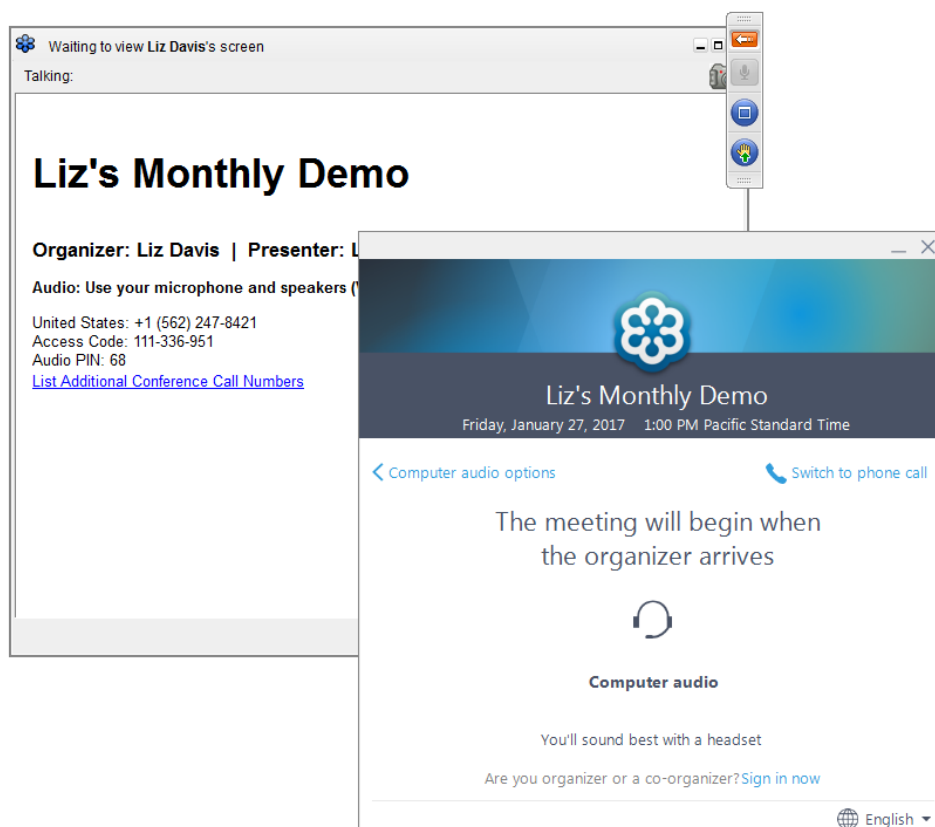
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Step 5:

- **Watch the AGM**

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:

- If you see the message "**The meeting will begin when the organiser arrives,**" then the organiser has not yet started the broadcast. Once they do you'll be able to hear the audio.
- If you see a new window open with the message "**Waiting to view REIQ screen**", then the AGM has officially begun but the organiser is not presenting any visual content. You should be able to hear the audio at this point.

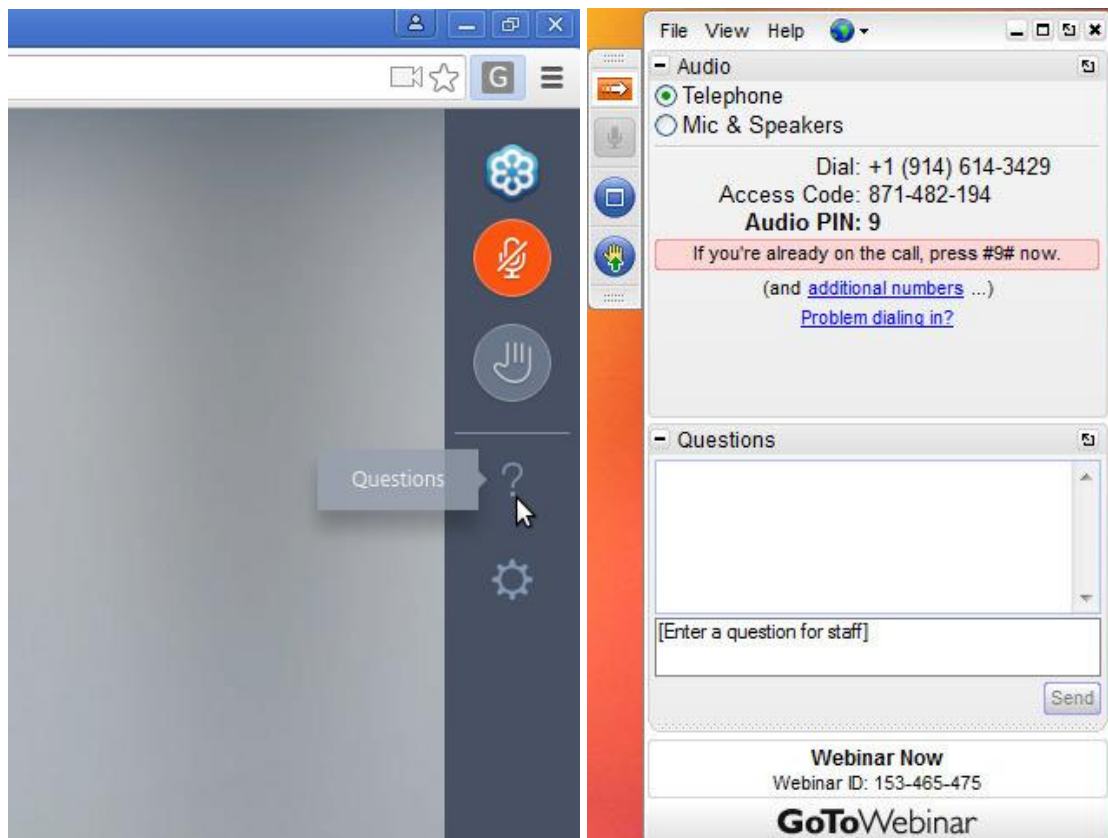


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Step 6:

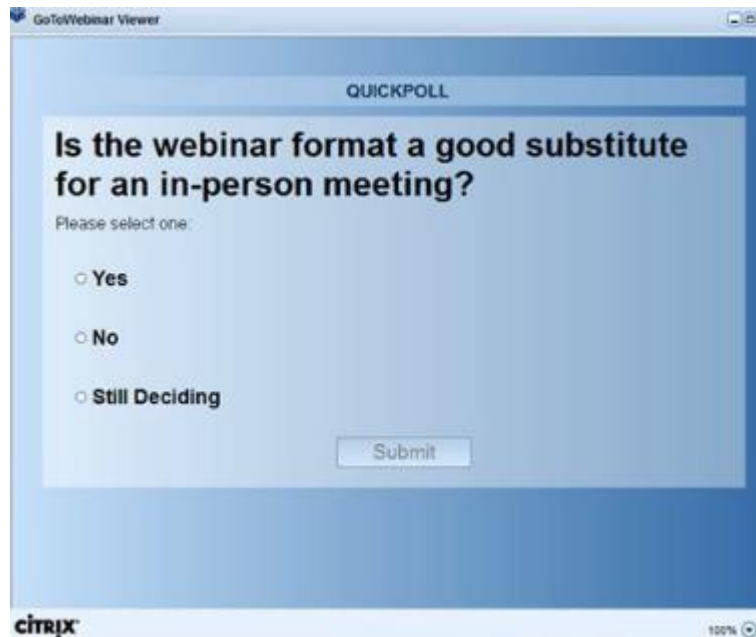
- **How to ask a question**
 - During the AGM, you are able to ask questions in the Questions panel.
 - Organisers will review and sort the questions, flag them with priority, and assign them to the presenter at the AGM.



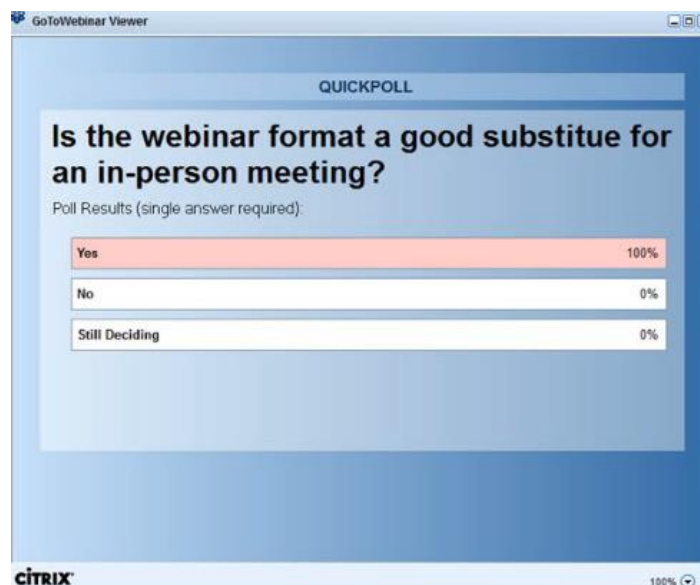
Step 7:

Polls:

- We will be using polls throughout the AGM, so you can vote on particular agenda items.
- When a poll is launched, you will see the following screen:



- We will share the poll's results with the audience.



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Need Help?

If you require assistance with using the GoTo webinar during the AGM, please call our IT team on 07 3249 7331 – Stephen Collins.

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