Virtual Meeting User Guide

Welcome! You're invited to a virtual meeting hosted and facilitated by GetQuorum, a company specializing in corporate governance services and electronic voting.

If you'll be using a computer or tablet, **we strongly recommend that you join us via the latest version of Google Chrome**. Mozilla Firefox, Microsoft Edge and Safari can also work, but the best meeting experience is through Google Chrome.

Download Google Chrome: https://www.google.com/chrome

What's the difference?

See the benefits of attending via a web browser below:

	Dial in by phone (without an email address on file)	Attend via Google Chrome (email address must be provided to Property Manager)
Listen to the meeting	✓	✓
Virtual meeting link provided		✓
See presentations and head table		✓
Revoke your proxy and vote live at the meeting		✓
Ask questions at the meeting	✓	✓

If you'd like the ease and advantages of attending via GetQuorum's voting portal on your web browser (on your tablet or PC), please contact your corporation management to provide your email address if they don't already have it. GetQuorum will not use your email address for any marketing, newsletter, or product purposes—we will only use it for sending your corporation's notices.

Have more questions about joining the meeting? Please send an email to voters@getquorum.com

Section 1: Join via a Web Browser

IMPORTANT:

— You'll receive emails from GetQuorum in the weeks leading up to the meeting with an invitation to register and access your meeting portal. They'll be sent to the email on file with your corporation.

— Approximately **30 minutes prior to the meeting, you'll receive an email with a link to join**. Please check your spam folder if the email isn't in your inbox prior to voting!

— You'll need the latest version of one of the following web browsers to access the meeting portal: Chrome, Safari, Edge or Firefox. **We strongly recommend Google Chrome for the best experience.**
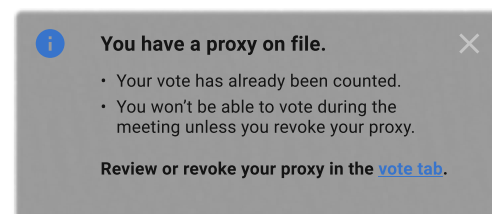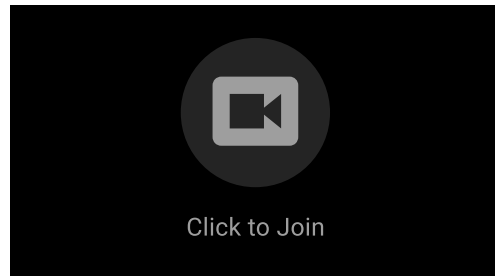
⚠️ **Please do not share or forward emails received from GetQuorum. Doing so may compromise the integrity of your vote and prevent you from voting.**

Step 1: Click the [**GO TO MY MEETING PORTAL**] button in the email.
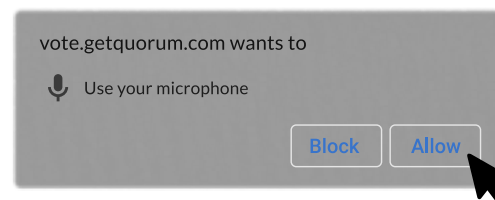
Step 2: The portal will open in your browser. Click to join the meeting.

If you're not a panelist, you'll join with your microphone and camera off.

Click to Join

If you have a proxy on record, you'll be prompted to revoke it should you wish to be able to vote at any point during the meeting.

ℹ️ **You have a proxy on file.**
· Your vote has already been counted.
· You won't be able to vote during the meeting unless you revoke your proxy.

Review or revoke your proxy in the vote tab.

Step 3: Press "Allow" when prompted to enable microphone and video permissions.

vote.getquorum.com wants to

🎤 Use your microphone

Block   Allow

Once you've joined the meeting, the moderator will provide you with detailed instructions and support on how you can participate in questions, motions, and voting at the meeting.

Have more questions about joining the meeting? Please send an email to voters@getquorum.com

Section 2: Dial in by Phone

PLEASE NOTE:

If you'd like to dial in and have your presence count towards quorum, please submit your electronic proxy through GetQuorum (email address required) or submit a paper proxy to your corporation management before the meeting.

Step 1: From Canada, dial one of the following numbers:

- 877-853-5257 *(Toll Free)*
- 855-703-8985 *(Toll Free)*
- 888-475-4499 *(Toll Free)*
- 833-548-0276 *(Toll Free)*
- 833-548-0282 *(Toll Free)*
- 877-853-5257 *(Toll Free)*

Not from Canada?
Check out this link to find the relevant country number: https://zoom.us/zoomconference

Step 2: Following the prompt, enter the credentials below:

Webinar code: followed by #
Passcode:

Step 3: If the meeting has not started yet, ignore the prompt to enter the host key.
Press # and wait for the meeting to start.

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

Once you've joined the meeting, the moderator will provide you with detailed instructions and support on how you can participate in questions and motions at the meeting.

HOW TO PARTICIPATE:

- To raise your hand, press *9
- To accept prompts to unmute, press *6