

YCBA Virtual Annual General Meeting
Saturday 18 July 2020 Commencing at 11.00am.

As recently advised the YCBA AGM, will take place as outline above and can be joined both online and by telephone using Webex Events Conference.

To join the meeting online using Webex, please click the following link:

[webex.com YCBA AGM 18July2020](https://webex.com/YCBA_AGM_18July2020)

You may be asked to do one of the following: a) download the application, b) run in your browser or c) download a temporary app depending on your default web browser. Any of the three options will allow you to join the meeting, please follow any onscreen options as they appear. You will be asked to complete your name and email address when joining.

The password box should already be populated but if prompted this is **YCBAYcba**

To join on the phone, dial: **020 3198 8141** and enter meeting number **160 579 0484#** when prompted. If prompted for an attendee ID, just press **#**

When you join, you will be muted, but will be able to hear and see the Executive Team to ensure that there is minimal background noise and everyone is able to hear them.

The agenda, minutes of previous meetings and supporting documentation can be downloaded from the website www.ycba.co.uk or if you have any difficulty please contact me and I can arrange to email any of the required documentation.

In order to assist with the smooth running of the meeting it would be greatly appreciated if you could adhere to the following procedures:

- Notify me in advance of your intention to join the meeting
- Submit to me if possible any questions in advance
- Join the meeting at 10.45 am in order to overcome any technical issues

During the meeting, if you join online, you will be able to ask questions using the Q&A chat box. The chat will be monitored during the call and questions put to the Board at the end of the session. During your question, the host will be able to unmute you to allow follow up questions.

There is a time limit of approximately one and a half hours in view of the fact that an online Swiss Teams event commences at 2.00 pm. and it will only be possible to take questions on the day if time permits.

Please do not hesitate to contact me if you require any further information.

Julia Staniforth (YCBA Secretary)
Email: secretary@ycba.co.uk