**FREQUENTLY ASKED QUESTIONS ABOUT THE ANNUAL GENERAL MEETING**

**What is the Annual General Meeting (AGM)?**

The AGM is the Society’s Annual General Meeting at which it must submit its annual accounts and ask for members’ approval to appoint the auditors.

It is also an opportunity for members to hear about the Society’s activities and its progress against its strategic plan and to influence its future activities.

Members can also ask questions on agenda items.

**Who can attend?**

All CSP members are entitled to attend the Annual General Meeting (AGM)

**How can I attend the virtual AGM?**

Please register to attend using the link on the CSP AGM webpage.

**I have registered using the link but I cannot access the Convene AGM platform**

For your account to be set up on the AGM platform you must verify the email you registered with and set up a password. You will have been sent an email from Convene AGM, please click the link within the email to verify your account.

**What device and browser is compatible with the platform?**

For optimal experience, the following are the minimum requirements for the devices and browsers that users may use to watch the webcast of the proceedings:

* Desktop or laptop running Windows 10 (Microsoft Edge v114, Chrome v114, Firefox v115) and above or MacOS Ventura (Microsoft Edge v114, Chrome v114, Safari v16) and above.
* Tablet or mobile phone running Android 12.0 (Chrome v114, Microsoft Edge 2020 v114, Firefox v115) and above or iOS 16.5 (Chrome v114, Microsoft Edge v114, Safari v16.5) and above.

You may verify the compatibility of your device from this [test page.](https://eu.conveneagm.com/uk/csp2023/#/agm/GS01C08)

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.

**Who can vote at the AGM?**

Fellows, Members, Associates and Student Members are eligible to vote at the AGM*.*

**How can I ask questions?**

All members attending the meeting can ask questions relating to the resolutions or any aspect of the Society’s business and activities by;

* registering for the AGM and submitting a question in advance through the portal, or
* there will also be an opportunity to ask questions during the meeting using the Q&A function

**What is on the Agenda?**

The full agenda is posted on the CSP AGM webpage, including explanatory notes for members about the resolutions to be considered at the AGM.

**What will it cost me?**

Attendance at the AGM is free.

**Can I vote if I can’t attend the AGM? Where can I vote by proxy?**

If you are not attending but want to exercise your right to vote, you can vote by proxy – instructing the proxy on how you want to vote. The easiest way to do this is by e-proxy, appointing the Chair of Council as your proxy. You can do this by registering for the AGM and completing the e-proxy form. If you want to appoint another member to vote by proxy on your behalf, please contact governance@csp.org.uk stating your full name and membership number and the full name, email address and membership number of the member you would like to appoint to vote on your behalf.

In accordance with the Byelaws - proxy forms must be completed within 120 hours of the meeting (deadline: 8 December 2023 at 6pm).

**I don’t have access to a computer/device to vote by e-proxy. I would like to submit a paper-based form.**

Please contact governance@csp.org.uk in good time prior to the deadline of 8 December 2023 at 6pm.

**Where can I get more information?**

Please send any questions to the Governance Team via email: governance@csp.org.uk