

FAQs

IPEM Annual General Meeting at 5.00p.m. on Monday 20th September 2021

1. What are the arrangements for this year's Annual General Meeting (AGM)?

IPEM's AGM will take place on line at **5.00p.m. on Monday, 20th September 2021.**

To facilitate the AGM, we will be hosting it on Zoom.

2. How will members receive the papers for the AGM?

We will place the papers for the AGM on the website and will email with information on how to register for the meeting, in the notice calling the meeting.

Additionally, each member will receive a unique link to a proxy voting form.

The deadline for returning proxy votes is **Thursday 9 September 2020.**

The AGM page on the IPEM website can be accessed here

[2021 Annual General Meeting \(ipem.ac.uk\)](https://www.ipem.ac.uk/2021-Annual-General-Meeting)

3. How can members participate in the AGM? What if a member can't attend the online meeting at the stated time?

Members wishing to attend the AGM need to register. When registered they will then be sent, nearer the time, a zoom link for 5pm on 20th September, to access the event. Register here: [IPEM > Conferences & Events > Upcoming IPEM Events > Event Details](#)

If members are unable to attend the online meeting, they can appoint a **proxy** to attend and vote in their place, in the same way as at a physical Annual General Meeting. Details of how to appoint a proxy and information about instructing a proxy to vote on your behalf, are set out in the Proxy Notice which will be sent to members in a separate email.

The meeting will be recorded. The recording will be available afterwards, via the IPEM website.

4. How will members vote at the AGM?

IPEM's Articles allow members to vote electronically at the AGM. Members do not need to be in the same place as any other members to vote, nor do they need to be in physical attendance at the meeting.

Voting members attending the AGM will be invited to vote during the meeting using Zoom's in-meeting poll function.

5. Can members ask questions?

6.

Yes. Members can ask questions in two ways:

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- 1) **During the AGM**, when invited to do so by the President who will be chairing the meeting. We are aiming to include brief Q&A sessions after each presentation and in advance of the resolutions to be put to a vote. Members who wish to ask a question should “raise their hand” using Zoom’s functionality. We hope to be able to answer as many questions as we can.
- 2) **Submit questions in advance by sending them to marie@ipem.ac.uk**. The most appropriate person will respond to any pre submitted questions before the meeting.

All questions and answers will be published following the meeting on the website.

The deadline for submitting advance questions is **Wednesday 8 September 2020**.

7. Where can I find out more information?

<https://www.ipem.ac.uk/AboutIPEM/GovernanceofIPEM/2021AnnualGeneralMeeting.aspx> and should you have any queries these can emailed to marie@ipem.ac.uk

8. Apologies

Apologies should be sent to marie@ipem.ac.uk