

# Online Meeting Guide

IBN MCM

01 NOV 2025, 09:00AM AWST



Scan to join the meeting

## IMPORTANT

### RECEIVING YOUR USERNAME

You will receive your username from Lumi by email. Please check your JUNK or SPAM folders. If you cannot find the email please go to the Member Portal to find your Member ID.

### TECHNICAL ASSISTANCE

If you are experiencing a connection or login issues ON THE DAY OF THE MEETING, please call **1800 014 401** or Email [mcm@ibngroup.com.au](mailto:mcm@ibngroup.com.au)

### SHARED DEVICE VIEWING

**When more than one Member is attending online using a Shared Device:**

Where Members are gathered at a premises and are attending and viewing the MCM online (using one shared phone or other internet connected device), the following arrangements will enable each individual member to register their attendance. If there are more than two Members sharing the device, then the same steps described below will apply to each member.

The below scenario is based on 2 members viewing the MCM on a shared device

Member 1 logs in and registers and then soon thereafter logs out

Member 2 then logs in and registers

Members 1 and 2 remain connected to and participate in the meeting on Member 2's log in

## Need help?

If you require any help using the the Lumi system before or during the Meeting, please call +612 8075 0100 so Lumi can assist you.

# Attending the meeting virtually

Those attending online will be able to view a live webcast of the meeting.

To participate online, <https://meetings.lumiconnect.com/300-861-316-633> on your smartphone, tablet or computer.

Registrations for online attendance close strictly at 11:00AM WST

You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible and your internet connection is strong and stable.

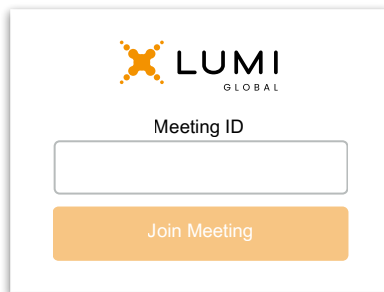
## To participate online, you'll need:

- A smart phone, tablet or computer
- Internet access
- The latest version of Chrome, Safari, Edge or Firefox
- Your login details
- Username (provided by IBN, see *above for details*)
- Password (your postcode)

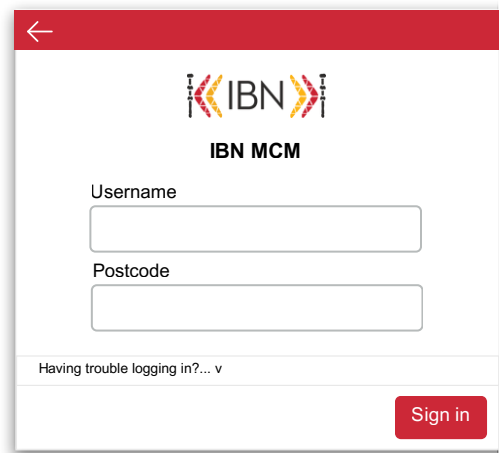
**2** To register your attendance, enter your username and postcode.

## Participating at the meeting

- 1** To participate in the meeting, follow the direct link at the top of the page. Alternatively, visit **meetings.lumiconnect.com** and enter the unique 12-digit Meeting ID, provided above.



The screenshot shows the Lumi Global interface. At the top is the Lumi logo (a stylized 'X' made of dots) and the text 'LUMI GLOBAL'. Below this is a label 'Meeting ID' above a white input field. At the bottom is an orange button labeled 'Join Meeting'.



The screenshot shows the IBN MCM login screen. At the top is a red header with a back arrow. Below is the IBN logo (the letters 'IBN' in a stylized font with vertical lines) and the text 'IBN MCM'. There are two input fields: 'Username' and 'Postcode'. Below the input fields is a link: 'Having trouble logging in?... v'. At the bottom right is a red button labeled 'Sign in'.

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## Watching the meeting

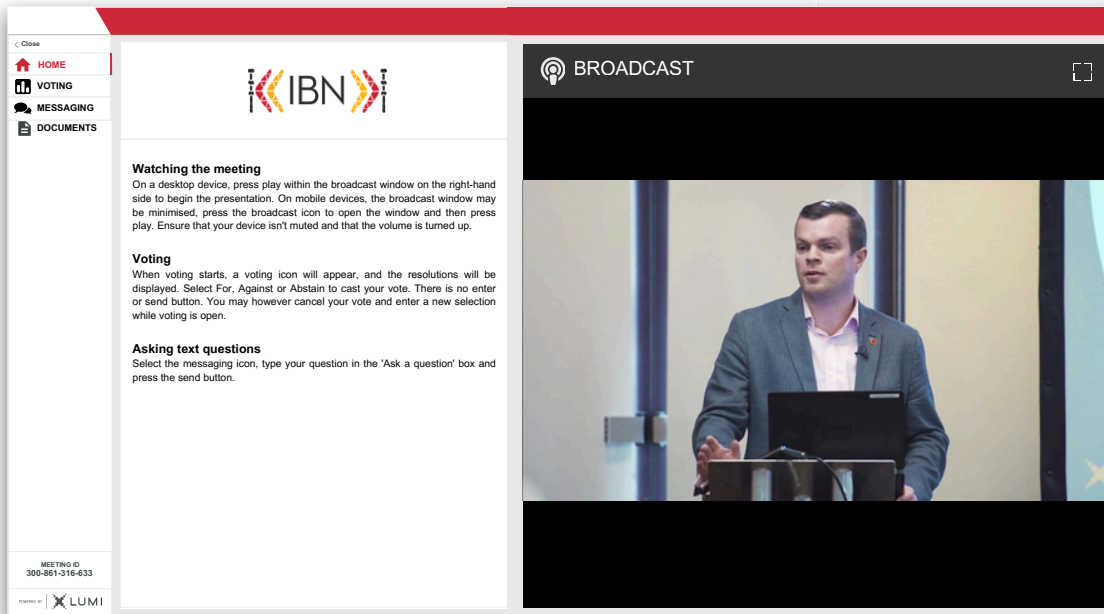
3 On a desktop/laptop device, you will see the home tab on the left, which displays the meeting title and instructions. The webcast will appear automatically on the right. Press play and ensure your device is not muted.



You can watch the webcast full screen, by selecting the full screen icon.

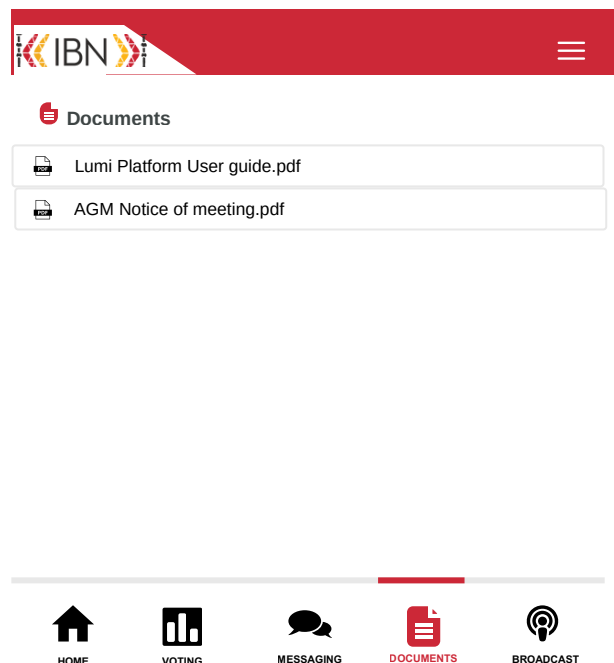


To reduce the webcast to its original size, select the minimise icon.



4 Users can access any provided documents by selecting the document icon.

If there are any documents provided they will be displayed in a list below:



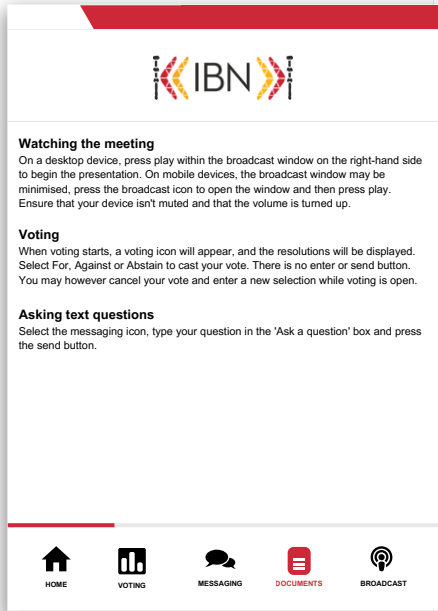
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**4** On a mobile device, select the Broadcast icon at the bottom of the screen to open the webcast. Press play and ensure your device is not muted.

During the meeting, mobile users can minimise the webcast at any time by selecting one of the other icons in the menu bar.

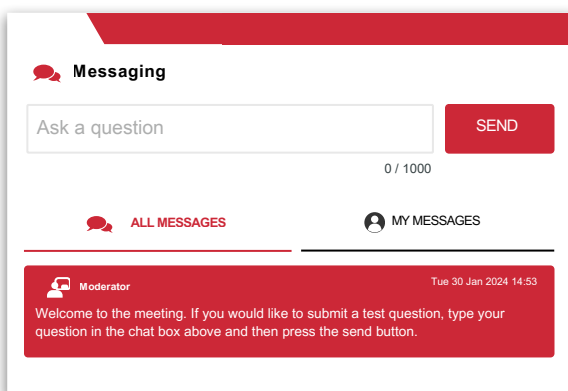
You will still be able to hear the meeting while the broadcast is minimised. Selecting the Broadcast icon again will reopen the webcast.



## Text Questions

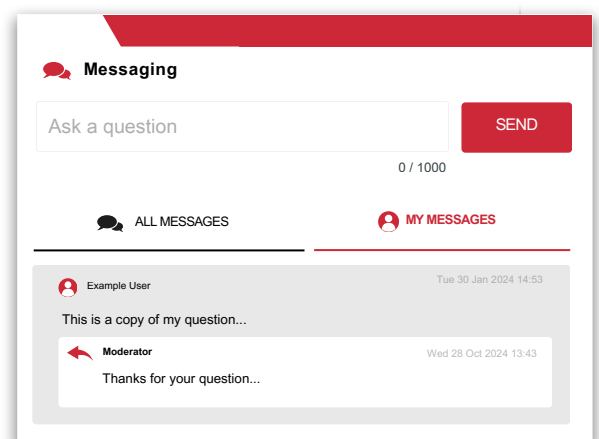
**6** To ask a written question, tap on the messaging icon , type your question in the  box at the top of the screen and press the send button .

Confirmation that your message has been received will appear.



**7** Questions sent via the Lumi platform may be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language.

A copy of your sent questions, along with any written responses, can be viewed by selecting "MY MESSAGES".



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