



## Notice 2020 Annual General Meeting

4<sup>th</sup> of December 2020  
10h00 – 11h30

Dear Garden Route Biosphere Reserve Stakeholder,

With COVID-19 still very much with us and the need to avoid public gatherings, we are having the Garden Route Biosphere Reserve Annual General Meeting virtually. You are cordially invited to join the Garden Route Biosphere Reserve 2020 Annual General Meeting to be held via Microsoft Teams.

**Please RSVP Ms Luzanne Visagie at [admin@gardenroutebiosphere.org.za](mailto:admin@gardenroutebiosphere.org.za) before 1 December to receive a link to join the meeting.**

### Connecting to TEAMS

Please note that you will need to either (1) download the TEAMS App to your device (<https://www.microsoft.com/en-za/microsoft-365/microsoft-teams/download-app>) or you can join via (2) the web browser (link provided when you rsvp and receive meeting invite link) to access the platform.

The meeting documents and a link to join the meeting will be sent to you when you RSVP.

### How to join a TEAMS meeting

- (1) Join a Teams meeting from the app (<https://www.microsoft.com/en-za/microsoft-365/microsoft-teams/download-app>): From your Calendar, select *Join* on an in-progress meeting. Choose the audio and video settings you want. Select *Join now*.  
OR
- (2) Join a Teams meeting on the web: In your email invite, select *Join Microsoft Teams Meeting*. Type in your name. Choose the audio and video settings you want. Select *Join now*. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

You can also view an instructional video here: <https://www.youtube.com/watch?v=BH6bSIwR0-4>

## **Online Meeting Etiquette**

To ensure that our session runs as efficiently as possible we ask that you take note of the following online meeting etiquette:

- Please note that the session will be recorded and your participation in the meeting indicates acknowledgement of this
- When joining the meeting please have your microphone on mute to cut out any background noise, you can enable it when you need to speak.
- To get the chairperson's attention we ask that you put your camera on (if you wish to do so) or raise your hand or ask to be addressed in the comments. The chair will acknowledge your request and invite you to enable your camera and or microphone.
- When it is your turn to speak, please announce your name before speaking
- You may wish to use the conversation chats on the side to send a message. Please also introduce yourself when commenting in the chat

We hope you can join us and look forward to seeing you there.

Luzanne Visagie

*Administrator*

*Garden Route Biosphere Reserve*