



## **Technical information and recommendations for the Annual General Meeting**

### **1. Technical requirements for the electronic connection to the Annual General Meeting**

#### **1.1 Internet access**

The upload/download bandwidth should be a solid 5 Mbit/sec, preferably 10 Mbit/sec. Please ensure that you have a stable WLAN connection or connect your end device to your Internet access via a LAN cable. If possible, please close other applications that require a lot of bandwidth and computing power. At a public WLAN hotspot (e.g. hotel, restaurant, etc.), a guest WLAN or company WLAN or in a public WLAN, certain functions (e.g. web socket) or the bandwidth are sometimes restricted. Mobile connections can often not be stable and sufficient. In this case, please change your internet connection.

#### **1.2 VPN connections**

Please note that if you connect via an active VPN connection (virtual private network), the transmission quality of your live performance may be reduced.

#### **1.3 End devices**

Please use hardware with landscape orientation and an integrated or wired camera. A headset can be helpful for audio quality. Please make sure that you are using a current version of one of the following browsers on your computer or mobile device: Chrome, Edge or Safari. JavaScript must also be enabled. Deactivate programmes such as adblockers or similar to ensure proper use.

#### **1.4 General information**

Please note that you must be logged into the online service with the ID/shareholder number under which you wish to submit your request to speak. If you wish to speak via video communication, you must register at the virtual request table. Please indicate the agenda items to which your speech relates. If you wish to make a motion in your speech, please state the content of your motion. You can also voluntarily provide a telephone number where you can be reached during the general debate. After you have registered to speak for the first time, a functional test of the two-way connection will be carried out together with you. After a successful function test, you will be called to speak at the appropriate time. If you have any problems dialing in, please contact our technical support team on +49 89 88 96 906 670.

#### **1.5 After your first request to speak at the request to speak table**

The incoming registrations for speeches will be processed by the support team one by one. Please wait until you are called by the support team to start with a function test. For the function test, you will be asked to join a test room in a new window that appears. In the meantime, you can continue to follow the broadcast of the Annual General Meeting.



### **1.6 Prompt in a new window to enter the test room (function test)**

In this step, we check the functionality and technical requirements of your hardware and software components together with you. Please first confirm the request for the function test in the new window that appears by clicking on 'Enter test room'. Please click on 'Join conference'. A member of the support team will guide you through the next steps. During the function test, you can continue to follow the broadcast of the Annual General Meeting. After the successful function test, we will inform the Chair of the Annual General Meeting that you are ready to speak. The Chair of the Annual General Meeting will call on you to speak at the appropriate time.

### **1.7 Invitation in a newly appearing window to enter the speech room**

You will receive an invitation to enter the virtual waiting room in a new window. Please confirm this message immediately. You will be called as one of the next speakers at the Annual General Meeting. As soon as you have confirmed 'Join conference' again, you will see the live broadcast of the Annual General Meeting. Please confirm the activation of your microphone and camera (as you did in the test room) and remain ready to speak. You can now follow the event in real time.

### **1.8 Invitation to speak by the Chair of the Annual General Meeting**

Please begin your speech as soon as the Chair of the Annual General Meeting has given you the floor.

### **1.9 After you speech**

Once you have finished speaking, you can leave the speech room by exiting the virtual waiting room (speech room). You can now follow the Annual General Meeting again via the video and audio transmission. This will start automatically. For technical reasons, the video and audio transmission via stream has a time delay. It is therefore possible that you will still be able to follow the end of your own speech in the video and audio transmission.

Further information can be found in the [Online Service](#) under 'Notes for a speech'.

## **2. Recommendations for your live speech**

### **2.1 Clothing**

Please avoid small checked tops, as these patterns could create a moiré effect (flickering) in the camera image.

### **2.2 Surroundings**

Ensure a quiet environment with as little background noise as possible and a background that is as neutral as possible (if necessary, set the background filter to 'Background blurred'). If possible, place your end device on a firm surface and try to avoid jerky hand movements that can cause blurring. Place your mobile phones and other PCs/laptops slightly out of the way to avoid interference.



### **2.3 Illumination**

Please remember to illuminate yourself well when speaking. Avoid bright light sources in your background or from the side, such as a bright window or direct sunlight.

### **2.4 Camera position**

If possible, position your camera so that you can be seen in the centre of the picture and can look into the camera from the front. Set the camera to 16:9 landscape format.

### **2.5 Miscellaneous**

Please mute your mobile phone and do not place it close to the end device used for video communication, but in visible proximity for any queries. Otherwise, this could cause interference. If possible, please close e-mail programmes and messenger services outside the online service on your end device to avoid notifications that could distract you from your live performance and be audible in the transmission.