



Technical Information and Recommendations for the Annual General Meeting

1. Technical Requirements for Remote Participation in the Annual General Meeting

1.1 Internet Access

The upload/download bandwidth should be at least 5 Mbps, and ideally 10 Mbps. Ensure that you have a stable Wi-Fi connection and connect your device to your Internet connection via an Ethernet cable if possible. If possible, please close any other bandwidth- or CPU-intensive applications. At public Wi-Fi hotspots, such as hotels or restaurants, guest Wi-Fi networks, or corporate Wi-Fi networks, certain features (e.g., WebSocket) or bandwidth may be restricted. Mobile connections are often unstable and may not provide sufficient bandwidth. If so, please switch to a different internet connection.

1.2 VPN Connections

Please note that using an active VPN (Virtual Private Network) may result in lower transmission quality for your live performance.

1.3 End Device

Please use a device in landscape orientation with a built-in or wired camera. Using a headset may improve audio quality. Make sure your computer or mobile device is running a recent version of one of the following browsers: Chrome, Edge, Firefox, or Safari. JavaScript must also be enabled. Disable ad blockers and similar programs to ensure proper functionality.

1.4 General Information

Please note that you must be logged in to the Online Service with the user ID under which you wish to request the floor. To participate in the video conference, select the "Digital Request to Speak" option. There, you can submit your request to speak under "Request to Speak." Under "Comments," specify which agenda items your speech relates to. If you would like to submit a motion during your speech, select the "Motion/Nomination" option under "Request to Speak" instead of "Speech." Enter the content of your motion in the "Comments" field. You may voluntarily provide a phone number where you can be reached during the general debate in the provided field. After registering to speak for the first time, we will conduct a functionality test of the two-way connection with you. Once the test is successful, you will be called upon to speak at the appropriate time. If you have trouble connecting, you may contact our technical support team at +49 30 814 533 828.

1.5 After You First Sign Up to Speak at the Speaker's Desk

The support team is processing requests as they come in. Please wait until the team invites you to the functionality test. When it's time to start the test, a pop-up will appear and a status message will appear above the video window, prompting you to "Enter the waiting room". In the meantime, you can continue to watch the live stream of the Annual General Meeting.



1.6 Invitation to Enter the Chat Room (Button on the Right Below the Video Window)

In this step, we will work with you to verify the functionality and technical requirements of your hardware and software. First, please confirm your participation by clicking the "Join" button. Then, if necessary, turn on your microphone and camera, and be ready to speak.

A support team member will guide you through the remaining steps. You can continue to follow the broadcast of the Annual General Meeting during the functionality test. Once you have successfully completed the test, we will inform the chairperson that you are ready to speak. The chairperson will call on you at the appropriate time.

From that point on, you will see the live broadcast of the Annual General Meeting and follow the event in real time.

1.7 Invitation to Speak by the Chairperson

Begin your remarks as soon as the chairperson calls on you.

1.8 After Your Speech

After you have finished speaking, please exit the virtual waiting room to leave the speaker's room. Then, you will be able to resume watching the Annual General Meeting via the video and audio stream. The stream will start automatically.

Please note that, for technical reasons, the video and audio streams are delayed. Therefore, you may still be able to watch the end of your own speech via the stream.

2. Recommendations For Your Live Speech

2.1 Clothing

Please avoid wearing shirts with small patterns, as they may cause a moiré effect, or flicker, in the camera image.

2.2 Environment

Make sure you are in a quiet environment with minimal background noise and a neutral background. If necessary, set the "Blurred Background" filter. Place your device on a stable surface and avoid sudden hand movements that could cause camera shake. Put your cell phones and other computers a short distance away to avoid interference.

2.3 Lighting

Please make sure you are well lit when speaking. Avoid placing bright light sources in the background or to the side, such as a bright window or direct sunlight.

2.4 Camera Position

If possible, position your camera so that you are centered in the frame and facing it directly. Set the camera to the 16:9 widescreen format.

2.5 Other

Please mute your cell phone and keep it within visible range of the device used for video communication in case any questions arise, but away from the device. Otherwise, interference may occur. If possible, please close any email programs and messaging services outside of the



online service on your device to avoid notifications that might distract you from your live appearance and that could be audible during the broadcast.