

MEMBER GUIDE

Watching Webcast

Live Q&A

Live Voting

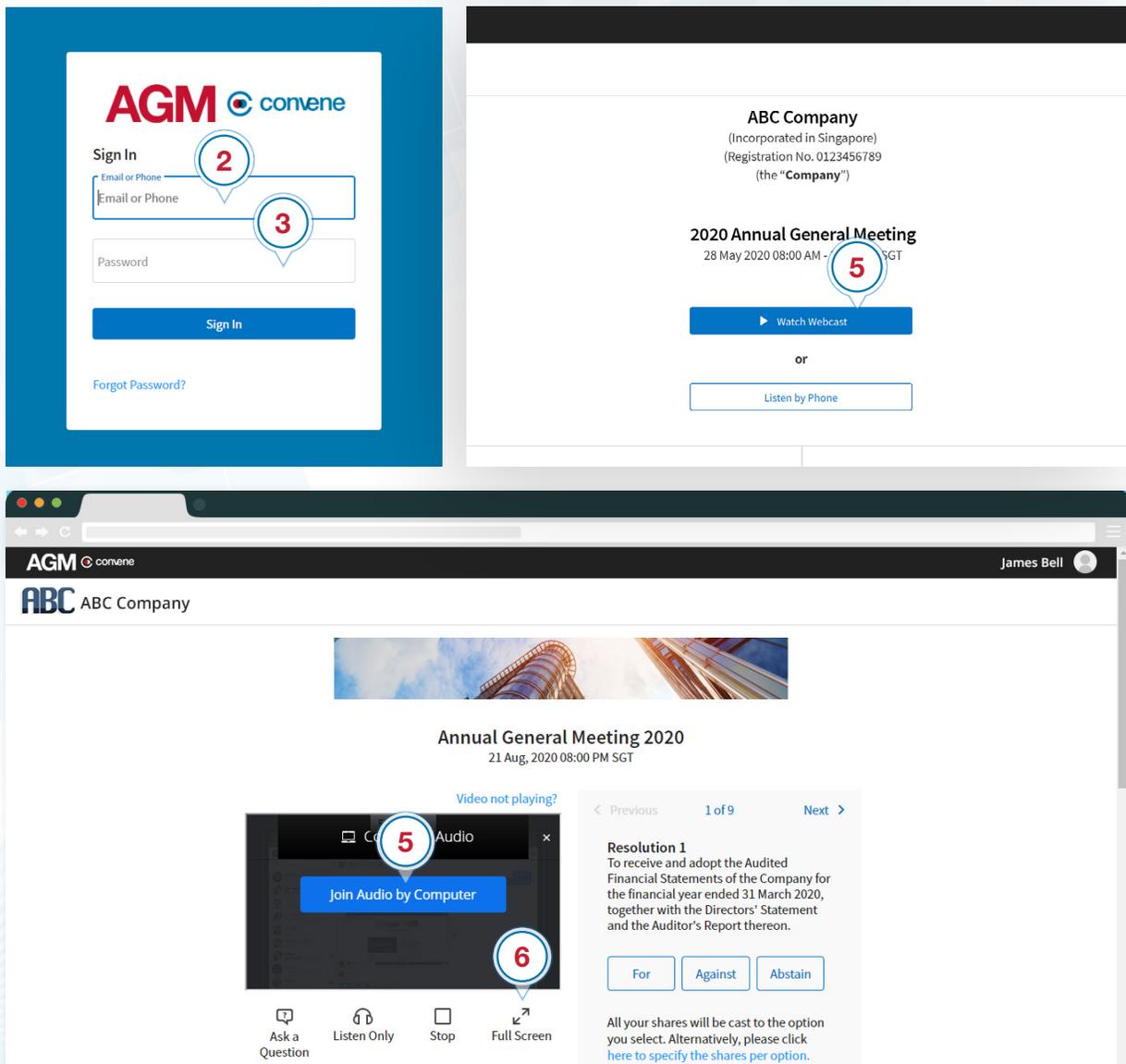
AGM



convvene

Watch the Webcast

1. Visit the **AGM@Convene** Member Portal and select **Sign In**.
2. Enter your Username and Password.
3. Select **Sign In**.
4. After signing in, the option to **Watch Live Webcast** or **Listen by Phone** will be available.
5. Click **Watch Live Webcast** and enable audio by clicking **Join Audio by Computer**.
6. Select the **Full Screen** button to watch the proceeding in full screen.



The image illustrates the process of watching a webcast through three stages:

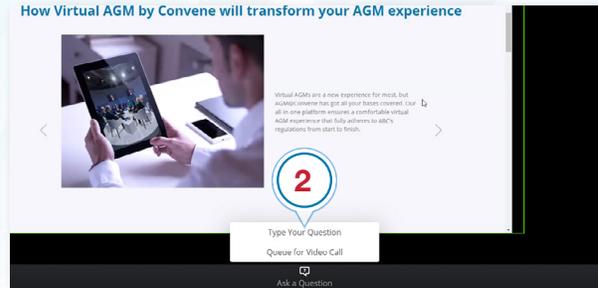
- Step 1 & 2:** A sign-in form with fields for 'Email or Phone' (marked with a '2') and 'Password' (marked with a '3'). A 'Sign In' button is at the bottom.
- Step 3 & 4:** A meeting selection screen for 'ABC Company' (Incorporated in Singapore, Registration No. 0123456789) for the '2020 Annual General Meeting' on '28 May 2020 08:00 AM - 08:00 PM SGT'. It features a 'Watch Webcast' button (marked with a '5') and a 'Listen by Phone' button.
- Step 5 & 6:** A full-screen meeting interface. A 'Video not playing?' message is shown above a 'Join Audio by Computer' button (marked with a '5'). Below this are controls for 'Ask a Question', 'Listen Only', 'Stop', and 'Full Screen' (marked with a '6'). To the right, a 'Resolution 1' card is displayed with 'For', 'Against', and 'Abstain' buttons.

Submit Textual or Video Questions

Ask a Question

While the Live Webcast is ongoing, you can ask questions by submitting textual questions or queuing for a video call. To do this:

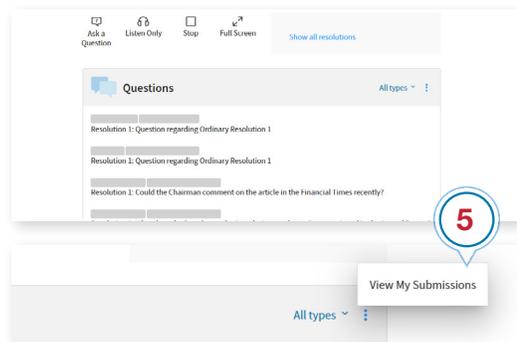
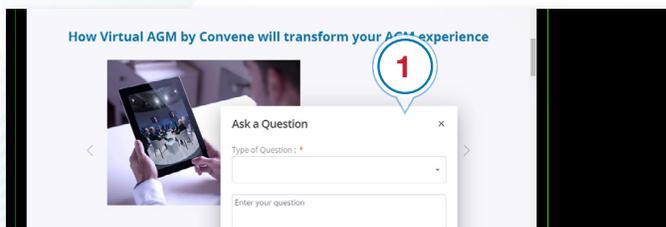
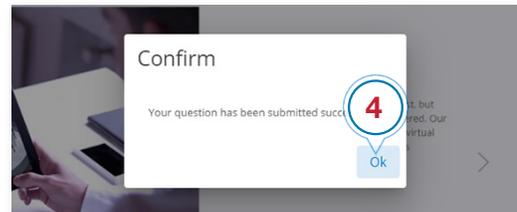
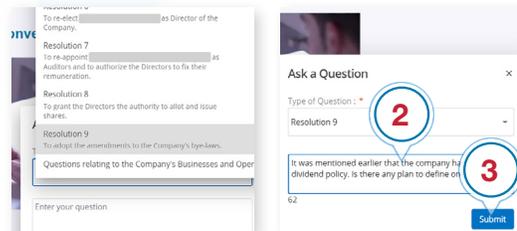
1. Click **Ask A Question** button.
2. Choose whether to **Type Your Question** or **Queue for Video Call**.



Type Your Question

If you choose **Type Your Question**:

1. From the drop-down list, select the Resolution where your question is related to.
2. Type your question in the box provided*.
3. Click **Submit**.
4. A **Confirm** dialog box will appear then click **Ok**.
5. You can view your submissions in the **Questions** section. Click  and then select **View My Submissions**.

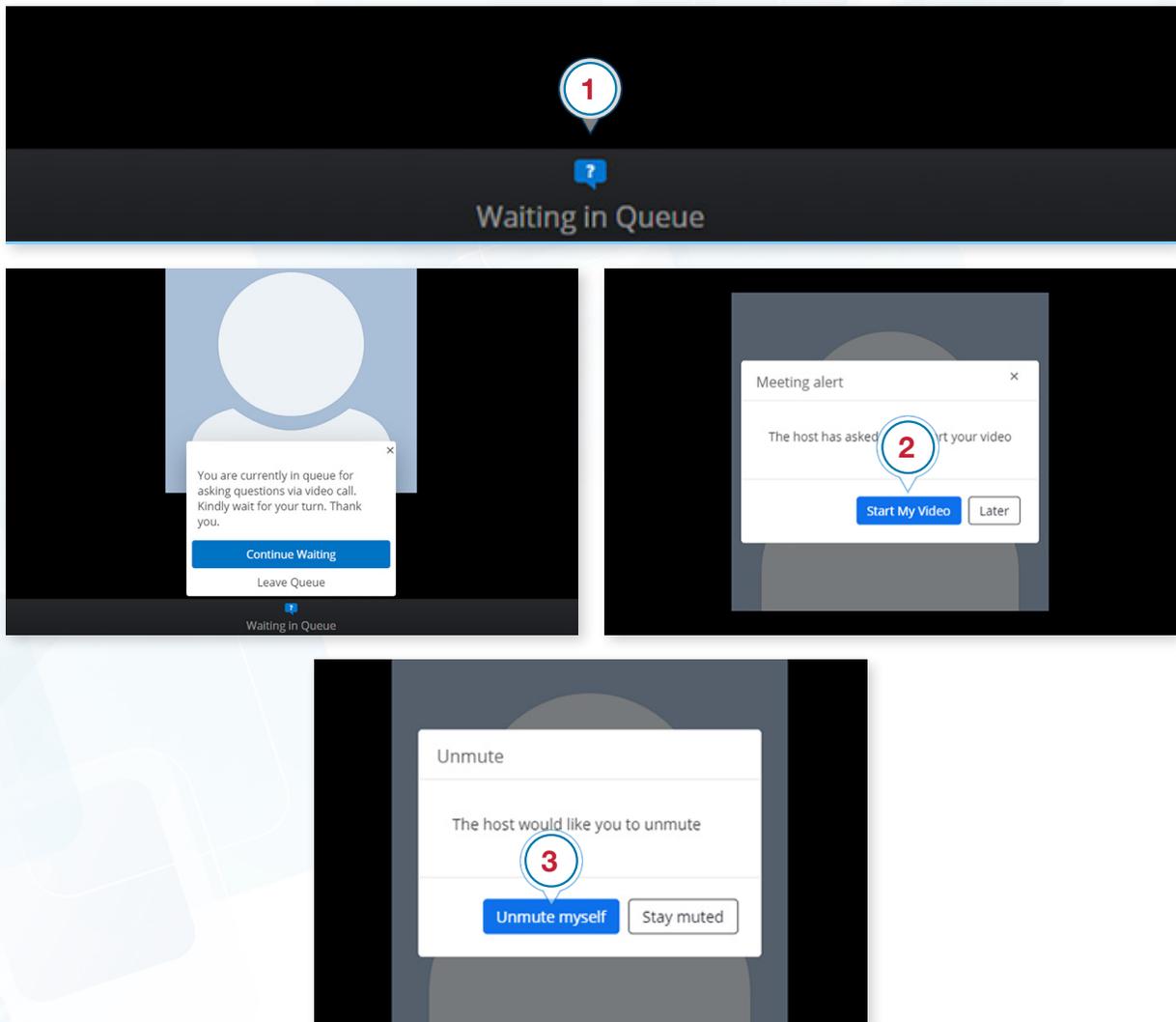


*There is a 160-character limit per question.

Queue for Video Question

If you choose **Queue For Video Call**:

1. **Waiting in Queue** will be displayed*.
2. When it's your turn, you will be prompted to start your video. Click on **Start My Video**.
3. After starting your video, you will be prompted to unmute. Click on **Unmute Myself**.
4. You will now be seen and heard in the webcast to ask your question.

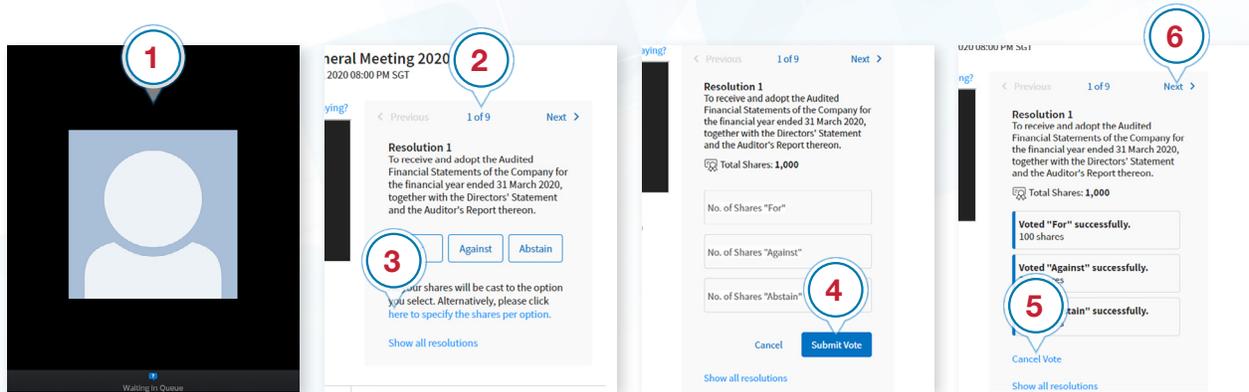


If you no longer need to ask a question, click **Leave Queue.*

Cast Your Vote

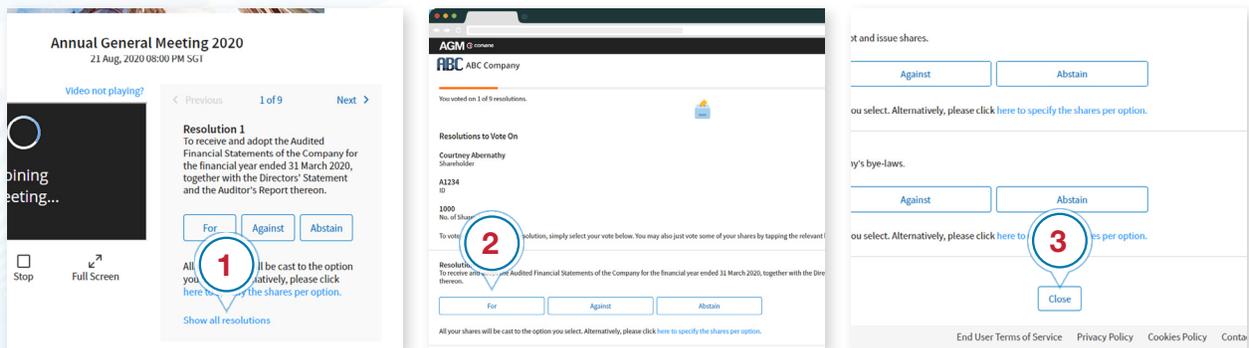
Members can submit a vote at a given time and can also view other resolutions of the AGM.

1. Minimize the webcast if it is on fullscreen by pressing Esc or double-clicking on the screen.
2. Members can cast their votes by clicking **For**, **Against**, or **Abstain**.
3. If you want to enter a specific number of shares allocated in your vote click **here to specify the shares per options** then fill in the number of shares
4. Click **Submit Vote**.
5. To modify your vote, click on **Cancel Vote** then vote again accordingly.
6. After voting on the resolution, click **Next** to view next resolution for voting.



Alternatively, members can view and vote at all resolutions at once.

1. Click on **Show all Resolutions**.
2. Cast your votes on the resolutions.
3. If you have voted on all the resolutions, click **Close**.
4. After the specified time, the Live Voting will be closed and will be tallied.



Check Software and Hardware Requirements

Required Equipment

To join the live webcast, it is essential that you are equipped with:

- Desktop or laptop or mobile device with compatible OS
- Speakers and a microphone (built-in or USB plug-in or wireless bluetooth)
- Internet connection (broadband wired, or wireless, either 3G, 4G or LTE)

System Requirements

Recommended Browser Versions

Use a browser that is HTML5-compatible:

- Chrome version 74 and above
- Safari 12.1.2 and above
- Microsoft Edge Chromium 80 and Above

Recommended Bandwidth

Recommended bandwidth for following the Live Webcast:

- For audio-only sessions: 2 Mbps
- For audio and video: 5 Mbps
- For audio, video, and screen sharing: 8Mbps

Recommended Internet Connection

Connect to the internet using a Local Area Network (LAN) as it is more stable than WIFI.

1. If it doesn't work with the office network, try bypassing the office LAN and use a 4G connection to determine if it's a network port issue.
2. Please do a [speed test](#) to see if it's a network speed issue.
3. If your internet connection is slow, please close other applications that may be downloading in the background.
4. Check if you have other devices connected on the same router that is also consuming additional bandwidth.

Device Requirements

Desktop and Laptop Processor and RAM Requirements

Processor	Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
RAM	8GB

Mobile and Tablet Device Requirements

Device	OS
Apple IOS Tablet - Ipad Mini, Ipad, Ipad Pro	iOS 12 and above
Apple IOS Iphone	iOS 12 and above
Android Tablet	Android 9 Pie and above
Android Mobile Phone	Android 9 Pie and above
Windows Tablet	Windows 10 and above

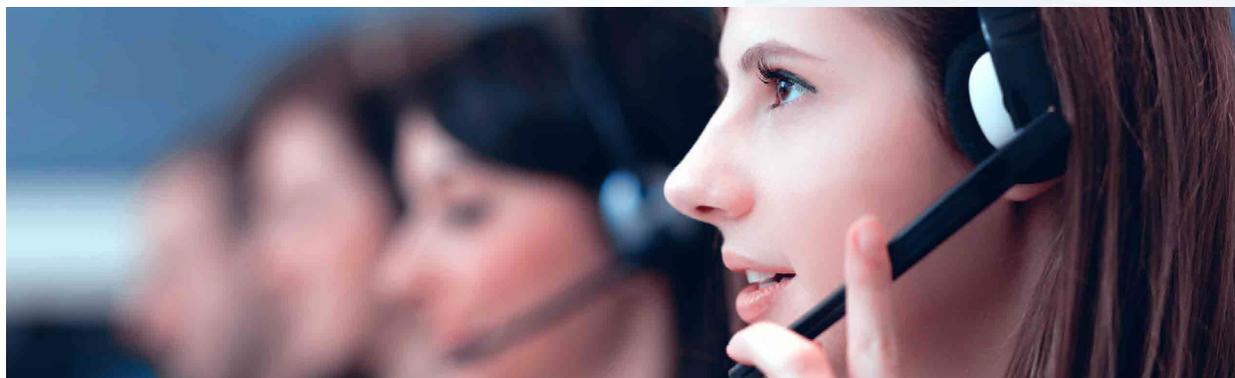
Notes:

- For Apple iOS devices, it is recommended to use Safari over Chrome.
- To ensure that you can clearly view the presentation on the day of the AGM, visit this [Test site](#) to open the sample live webcast. Make sure the volume of your device is not set to 'Mute'.

Test the Live Webcast

To ensure that you can clearly view the presentation on the day of the AGM, a recorded video is provided to test your device.

1. Visit this [Test site](#) to open the sample live webcast.
2. Make sure the volume of your device is not set to 'Mute'.
3. Adjust the volume of your device to a comfortable level.
4. If you are having trouble connecting to the Test site, please refer to the **Check Software and Hardware Requirements** section.



Should you have any queries, please feel free to contact your
Account Manager or our Support Team:

support@conveneagm.com

You may also use the live chat at our support page:

<https://www.azeusconvene.com/convene-eagm/support>

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