

## AGM@Convене Dry Run Guidelines / Checklist

### 1. Location / Hardware Preparation

- **Location Setup**

- The definition of “Location”:
  - The actual desk and chair where the chairman / host / panellist will conduct the AGM at.
  - The setup location should not change unless requested and arranged during the dry run to prevent any last-minute troubles.
- All required attendees of the Dry Run must be ready at the location where the AGM will be conducted on the actual day.

Lighting of streaming location	<ul style="list-style-type: none"> <li>● Indirect lighting, the camera should not be facing the lightsource directly.</li> <li>● Natural lighting should be facing the presenter no more than 45 degrees away from their direct front.</li> <li>● Without natural lighting, ensure the lighting at the location of the call allows the face of the presenter to be properly lit.</li> </ul>	<input type="checkbox"/>									
Virtual background (Usage of Zoom enabled background or Green Screen)	<ul style="list-style-type: none"> <li>● We have a generic background image ready for use</li> <li>● However, advised to prepare and use own background image (E.g Image of company meeting room/ logo of company).</li> <li>● For best image quality, it is recommended to crop the image to match the aspect ratio of the camera e.g. for a 16:9 camera, an image of 1280x720 pixels or 1920x1080 pixels would work well</li> <li>● Image intended to be used as background downloaded into the device and set-up beforehand</li> <li>● Do not wear clothing that is the same color as the virtual background for maximum visibility of presenter</li> <li>● Green Screens that can be set-up without obstructions at the location of the presenter can be used if preferred</li> <li>● Suggested Green screens for Reference</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Size</th> <th style="text-align: center;">Type</th> </tr> </thead> <tbody> <tr> <td>Emart Photo Studio Green Backdrop Screen</td> <td style="text-align: center;">10X12 Ft</td> <td>Drape over background objects or stand</td> </tr> <tr> <td>Fancier Studio Collapsible Backdrop</td> <td style="text-align: center;">5X6.5 Ft</td> <td>Hang attached tab from stands, walls</td> </tr> </tbody> </table>	Name	Size	Type	Emart Photo Studio Green Backdrop Screen	10X12 Ft	Drape over background objects or stand	Fancier Studio Collapsible Backdrop	5X6.5 Ft	Hang attached tab from stands, walls	<input type="checkbox"/>
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- **Hardware Setup**

Hardware	Specifications	Check																		
Desktop / Laptop/Tablet device with compatible OS*	<ul style="list-style-type: none"> <li>• PC/Mac 6th generation i5 dual-core or higher processor</li> <li>• PC/Mac 4th generation i7 quad-core or higher processor</li> <li>• RAM of 8GB or higher</li> <li>• iPhone 8, 8+, or X or higher</li> <li>• iPad Pro and the 5th and 6th generation iPad 9.7 or higher</li> </ul> <p>* We recommend Chairman / Host / Panellists to use Desktop / Laptop as primary device, and tablet as a back-up device</p>	<input type="checkbox"/>																		
Speakers / Microphone	<ul style="list-style-type: none"> <li>• Built-in speakers and microphone</li> <li>• USB plug-in or wireless Bluetooth (headset / speakers)</li> <li>• Suggested microphones for reference</li> </ul> <table border="1" data-bbox="396 768 1271 1115"> <thead> <tr> <th>Type</th> <th>Brand and Model</th> <th>Frequency Response</th> <th>Sensitivity</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Stand-alone mics</td> <td>Samson G-track Pro</td> <td>50Hz - 20kHz</td> <td>+6dB FS/PA</td> </tr> <tr> <td>Blue Yeti Nano</td> <td>40Hz - 15kHz</td> <td>-47db</td> </tr> <tr> <td rowspan="2">Clip-on mics</td> <td>Boya BY-M1</td> <td>65Hz - 18KHz</td> <td>-30 db</td> </tr> <tr> <td>Audio-Technica ATR3350</td> <td>50Hz - 18KHz</td> <td>-54 db</td> </tr> </tbody> </table>	Type	Brand and Model	Frequency Response	Sensitivity	Stand-alone mics	Samson G-track Pro	50Hz - 20kHz	+6dB FS/PA	Blue Yeti Nano	40Hz - 15kHz	-47db	Clip-on mics	Boya BY-M1	65Hz - 18KHz	-30 db	Audio-Technica ATR3350	50Hz - 18KHz	-54 db	<input type="checkbox"/>
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Camera / Video devices	<ul style="list-style-type: none"> <li>• Webcam or HD webcam (built-in or USB plug-in)</li> <li>• HD cam or HD camcorder with video capture card</li> <li>• Suggested models for reference</li> </ul> <table border="1" data-bbox="396 1224 1305 1560"> <thead> <tr> <th>Type</th> <th>Brand and Model</th> <th>Resolution</th> <th>Frame Rate</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Stand-alone Webcam</td> <td>Logitech C922 Pro Stream</td> <td>720P standard, up to 1080P</td> <td>60Fps</td> </tr> <tr> <td>Microsoft Lifecam Studio</td> <td>720P standard, up to 1080P</td> <td>15Fps</td> </tr> <tr> <td rowspan="2">HD Camcorder</td> <td>Panasonic HC-V180K fps</td> <td>1080P</td> <td>60 Fps</td> </tr> <tr> <td>Canon VIXIA HF G40</td> <td>1080P</td> <td>60 Fps</td> </tr> </tbody> </table>	Type	Brand and Model	Resolution	Frame Rate	Stand-alone Webcam	Logitech C922 Pro Stream	720P standard, up to 1080P	60Fps	Microsoft Lifecam Studio	720P standard, up to 1080P	15Fps	HD Camcorder	Panasonic HC-V180K fps	1080P	60 Fps	Canon VIXIA HF G40	1080P	60 Fps	<input type="checkbox"/>
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Internet Connection	<ul style="list-style-type: none"> <li>• Recommended: Wired Broadband access (Ethernet LAN Cable)</li> <li>• For Laptops without LAN port, get Gigabit Ethernet Adaptor (see below picture for reference)</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>USB-C Type</p> </div> <div style="text-align: center;">  <p>USB-3.0 Type</p> </div> </div> <ul style="list-style-type: none"> <li>• For Wireless internet,             <ul style="list-style-type: none"> <li>○ Please ensure you are physically close to the router.</li> </ul> </li> </ul>	□
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## 2. Internet Access Checklist

- Go to web browser – type: Speedtest.net
- Press Go to scan your internet speed

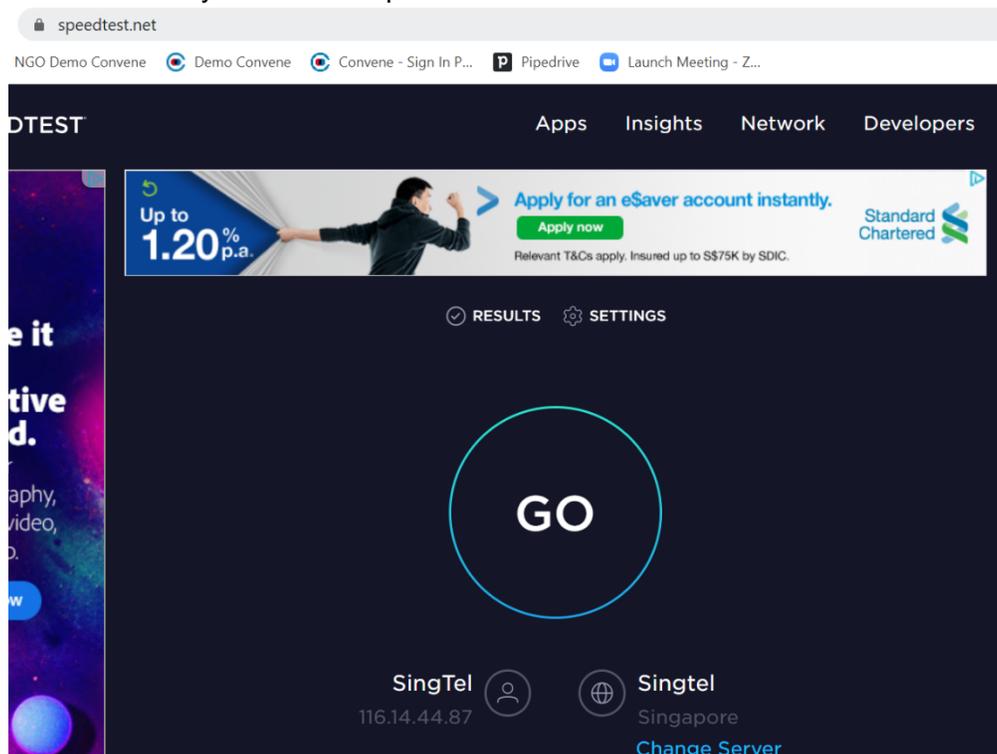


Figure1: speedtest.net

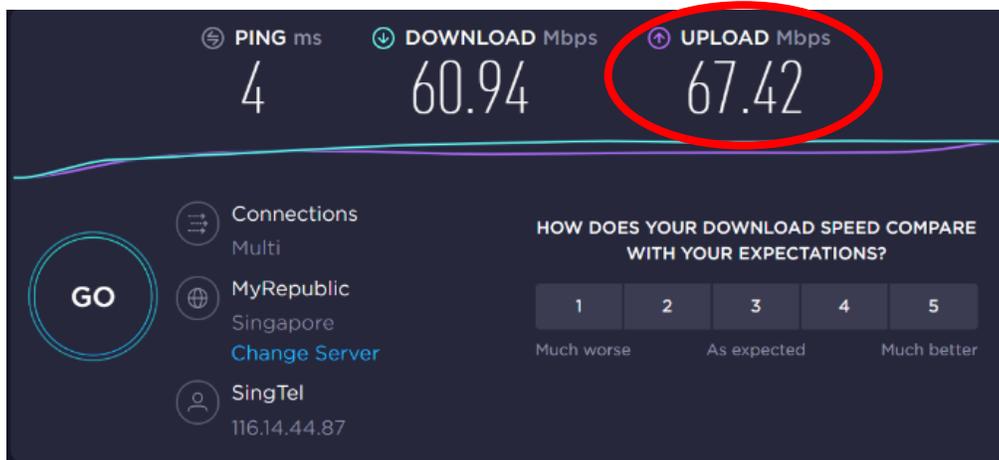


Figure 2: Result of Speedtest

- Recommended Speed for Chairman / Host / Panellist
  - **As seen in figure 2, the Upload speed circled optimally should be at least:**
  - **For audio, video, and screen sharing: 8 Mbps**
  - For audio-only sessions: 2 Mbps
  - For audio and video: 5 Mbps
- If your internet connection is slow, please close other applications that may be downloading in the background.
- Check if you have other devices connected on the same router that is also consuming additional bandwidth.

### 3. Software Installation / Version Guidelines

Software	Brand	Version Specifications	Check
<b>Browser (choose 1)</b>	Chrome	74 and above	<input type="checkbox"/>
	Mozilla Firefox	69 and above	<input type="checkbox"/>
	Safari	12.1.2 and above	<input type="checkbox"/>
<b>Operating System (choose 1)</b>	Windows (desktop/laptop/tablet)	Windows 10	<input type="checkbox"/>
	Apple iOS (iPad)	iOS 12 and above	<input type="checkbox"/>
	Google Android (tablets)	Android 9 Pie and above	<input type="checkbox"/>
<b>Zoom</b>	Zoom	Zoom 5.0	<input type="checkbox"/>

## 4. AGM Presentation File Setup

- Setting person-in-charge
  - Please set the Host to be the main conductor to show AGM presentation files
  - Be sure to have a Back-up Host in case the main Host has internet connectivity issues
- Powerpoint Slides / word / excel documents
  - Unless there are animations inside Powerpoint, please export it to PDF so that the design is unified with Back-up Host. If you prefer powerpoint file, make sure your Back-up Host has all the fonts you have in your slides.
- Video Files
  - Host / Back-up Host must make sure they are able to play videos in their laptop – Check if the current video player supports the video file extension

## 5. Risk Management Guidelines

- Preparation of 2<sup>nd</sup> Device
  - Host / Back-up Host
    - Please prepare another laptop with all necessary details installed as the above.
    - Please connect the 2<sup>nd</sup> laptop with another internet access (mobile hotspot using your phone) in case your home / office internet is down.
    - Keep your 2<sup>nd</sup> device in the Zoom Webinar room, but remember to turn off the “internet audio”.
    - Should your 1<sup>st</sup> device fail, jump into the 2<sup>nd</sup> device and share screen.
    - Before you turn on the 2<sup>nd</sup> device “internet audio”, make sure to log-out 1<sup>st</sup> device.
  - Chairman / Panellists
    - Please prepare another laptop OR Android/iOS tablet with details installed as the above.
    - Please connect the 2<sup>nd</sup> device (laptop OR tablet) to your mobile hotspot OR existing data plan.
    - Keep your 2<sup>nd</sup> device in the Zoom Webinar room, but remember to turn off the “internet audio”.
    - Should your 1<sup>st</sup> device fail, jump into the 2<sup>nd</sup> device and share screen.
    - Before you turn on the 2<sup>nd</sup> device “internet audio”, make sure to log-out 1<sup>st</sup> device.

- Take-over Protocol Setup
  - Host Backup
    - The Host should make sure that the Back-up Host is on standby, so that even if the Host fails due to internet connectivity issues, Back-up Host can overtake his position and share screen.
  - Chairman Backup
    - If the chairman has failure in the internet for both devices and has difficulty in reconnecting, one of the panellists must be a temporary Back-up to ensure smooth flow of AGM. This back-up must be pre-assigned as well.

## 7. Test Drive Checklist

No.	Test Cases	Results / Remarks
1	Join webinar as Panelists using Zoom Client / App	
2	Pass Zoom host to client	
3	Promote attendees as Panelist	
4	Enable video	
5	Enable audio	
6	Enable virtual background	
7	Share slides	
8	Mute/Unmute by Zoom host	
9	Verify video in shareholder's view	
10	Verify audio in shareholder's view	