

USER GUIDE FOR
**CHAIRMAN
AND PANELISTS**

AGM



convene

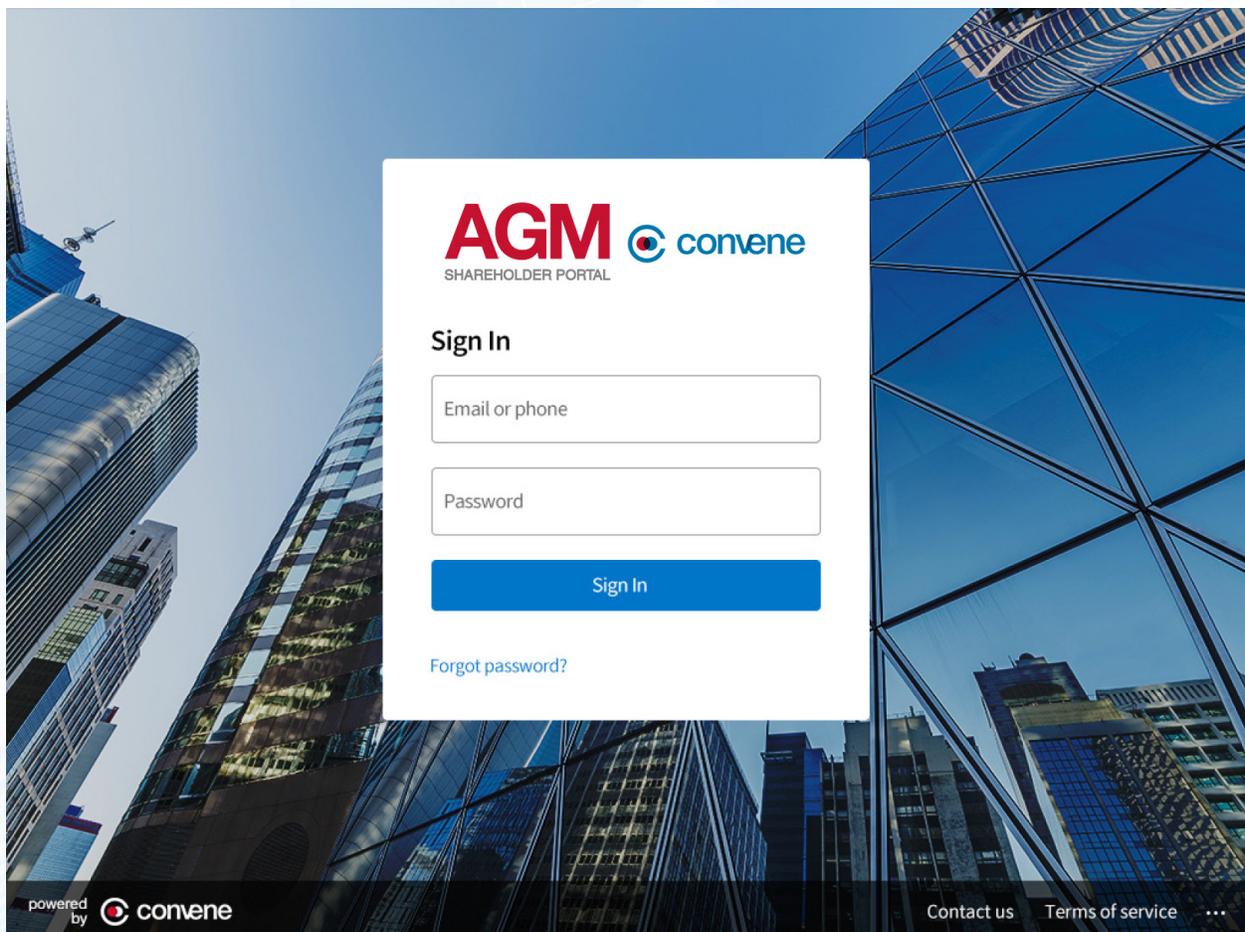


Chairman and Panelist Guide

The AGM@Convene Admin Portal is where the Chairman and Panelists can join the webcast, conduct the AGM, share their screen and interact with other panelists and shareholders.

In this section, you will learn how to:

1. Sign in and join the webcast
2. Access Zoom controls
3. Manage your screen for the live AGM

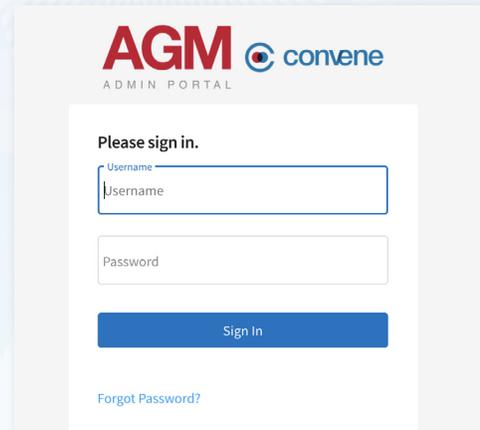


Sign in and Join the Webcast

Sign in to the Admin Portal

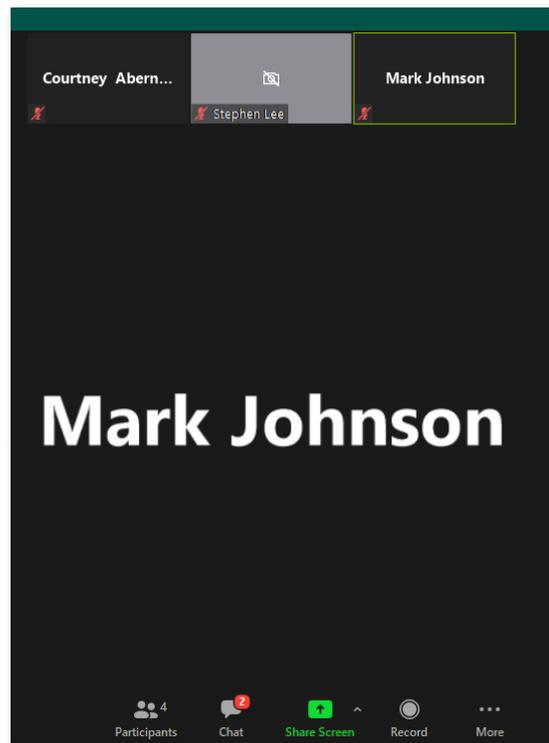
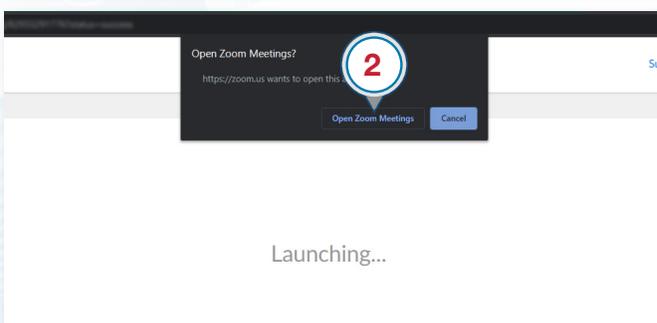
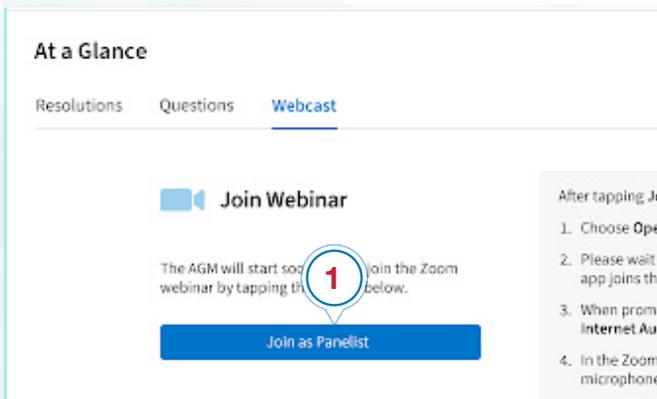
On the day of the AGM, the Chairman and the Panelists can access the AGM@Convene Portal to conduct the Webcast.

1. Access the Admin Portal URL provided to you.
2. Enter your Username and Password.
3. Select **Sign In**.



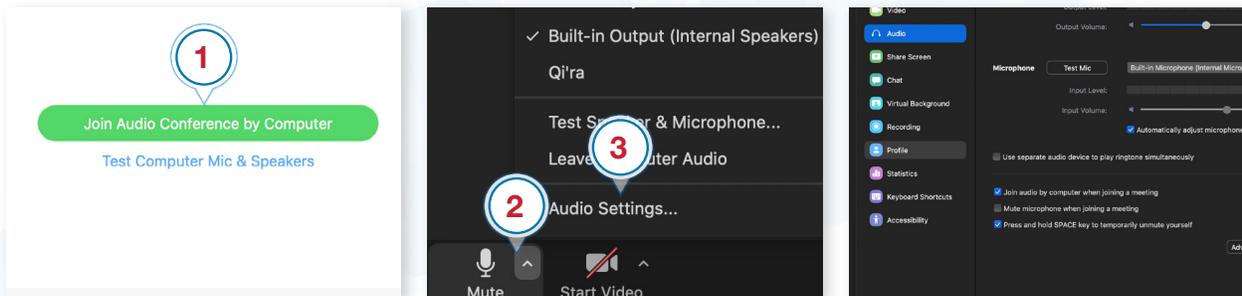
Join the Webcast

1. On the Webcast page, click the **Join as Panelist** button.
2. You will be redirected to the Zoom web page to launch the Zoom app on your device. Click the **Open Zoom Meetings** or **Launch Meeting** button.
3. The Zoom app will be automatically launched without the need to sign in or input any details.



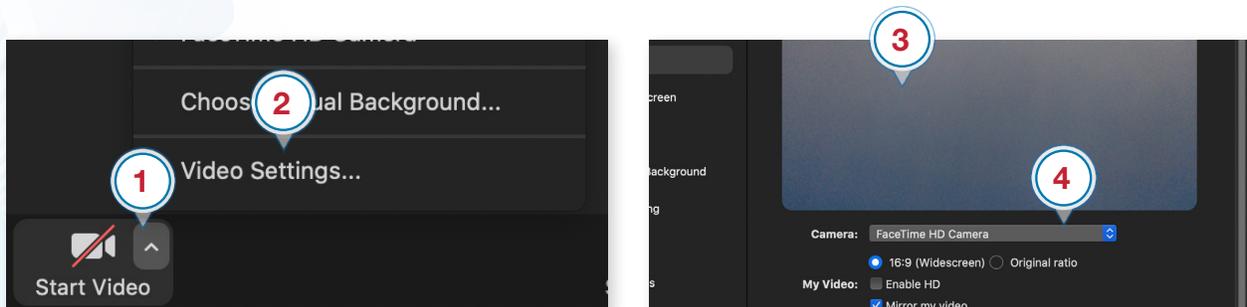
Test Your Speaker and Microphone

1. After being redirected to Zoom, you will be asked to connect to audio:
 - a. For desktops, click **Join with Computer Audio**. If you want to perform a test before joining the audio, click **Test Speaker and Microphone**. A new pop-up window will open to begin the testing.
 - b. For iPads and iPhones, tap **Call over Internet**
 - c. For Android devices, tap **Call via Device Audio**.
2. Alternatively, in the Zoom app, once you've joined the audio, click the arrow next to the **Mute/Unmute** button.
3. Click **Audio Settings**.
4. To test your speaker, click **Test Speaker**.
5. To test your microphone, click **Test Mic**.
6. Once you have completed the testing, close the window.



Test Your Camera

1. In the Zoom app, click the arrow next to the **Start Video** or **Stop Video** button.
2. Click **Video Settings**.
3. You will see a preview of your camera. Check your lighting and make sure that you can be seen clearly.
4. Adjust the settings if needed.
5. Once you have completed the testing, close the window.

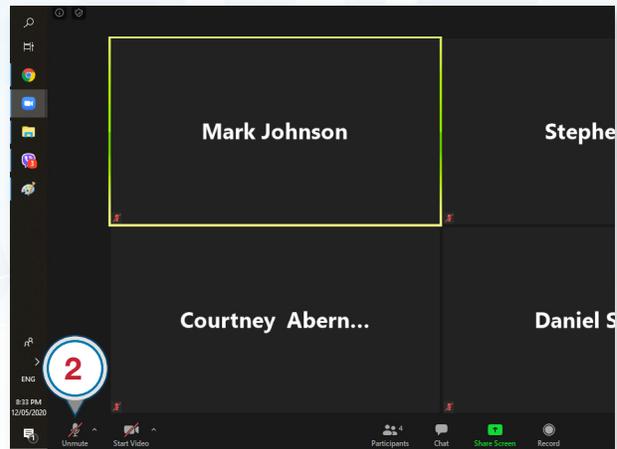
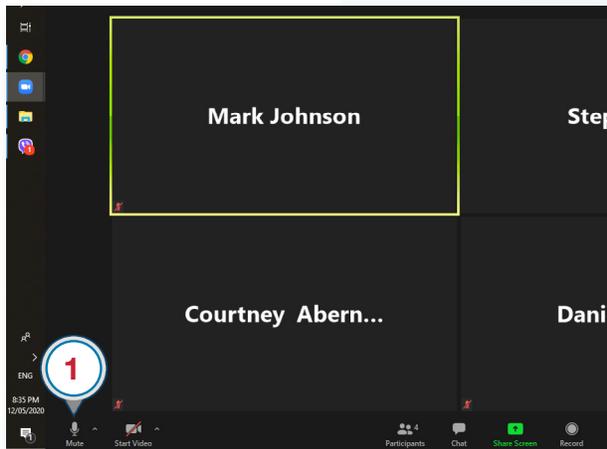


Access Zoom Controls

Mute or Unmute Your Mic

When it is not your time to speak, it is recommended to mute the mic. In the Zoom Toolbar below your screen,

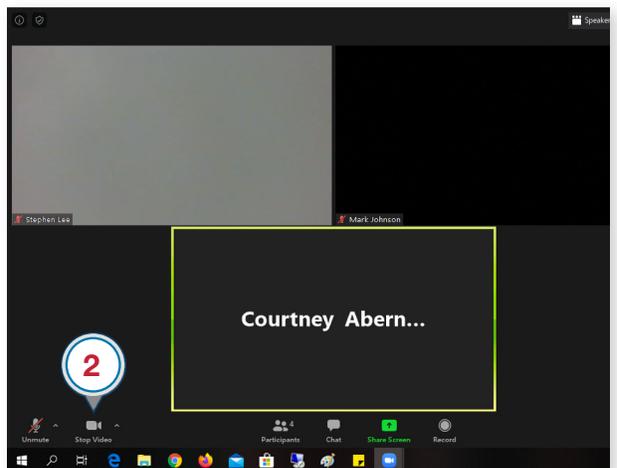
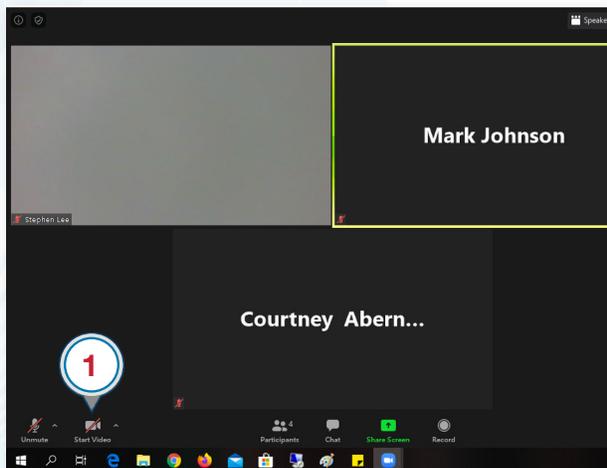
1. Click the Mute  button to mute your mic. Once a user is muted, a red slash  will appear beside the name of the participant.
2. To unmute, click the Unmute  button.



Turn on or off Your Video

In the Zoom Toolbar below your screen,

1. Click the **Start Video** button  to share your video.
2. Click the **Stop Video** button  to turn off your video.

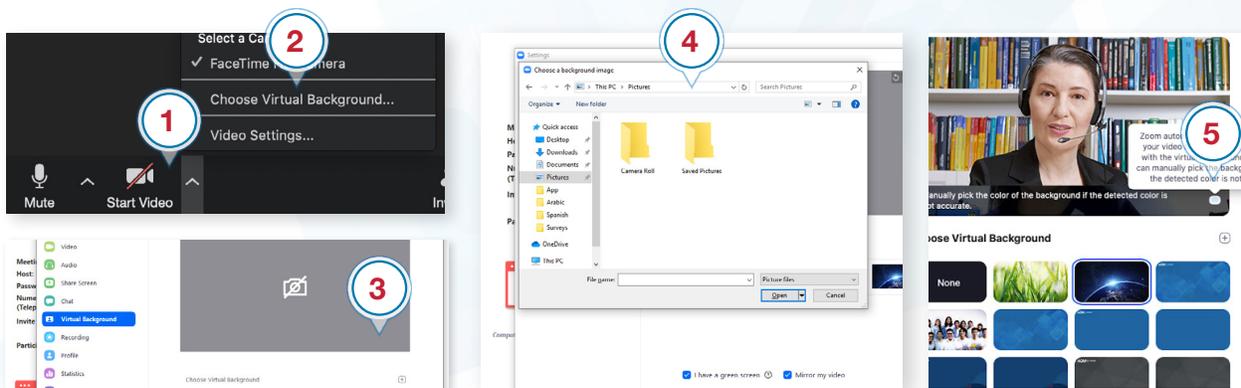


Upload Your Own Virtual Background

If you have prepared a custom image as your background, you may enable Zoom virtual background and upload the image.

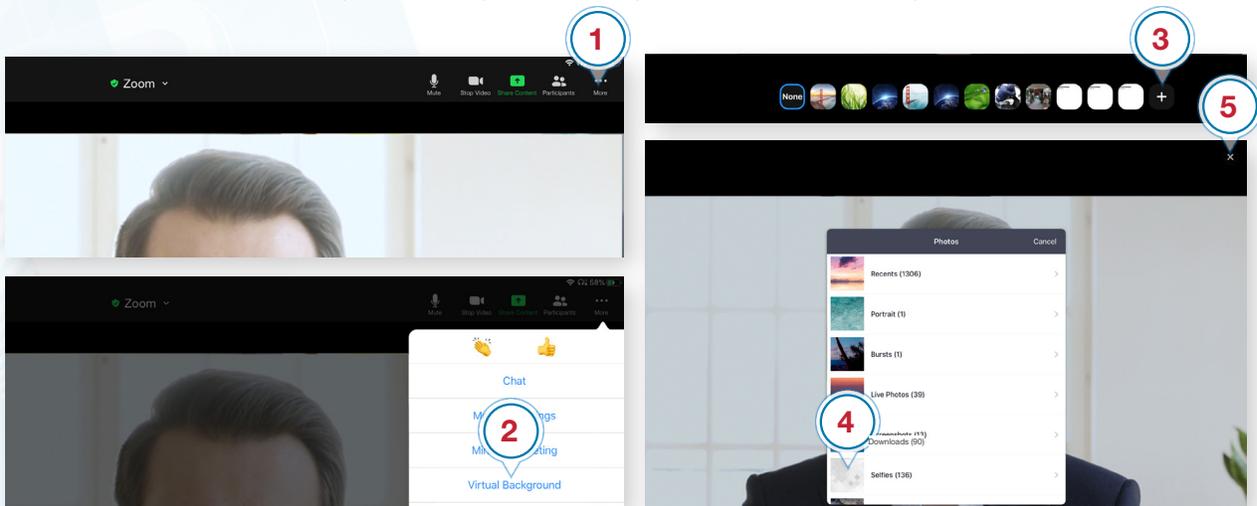
For Desktop users:

1. Click the ^ arrow beside the **Start Video** button.
2. Select **Choose Virtual Background**.
3. Click the **Add Image**  button.
4. Select the image from your computer.
5. Ensure that your virtual background is working in your current location by toggling the setting **Manually pick the the color of the background if the detected color is not accurate**.



For iPad users:

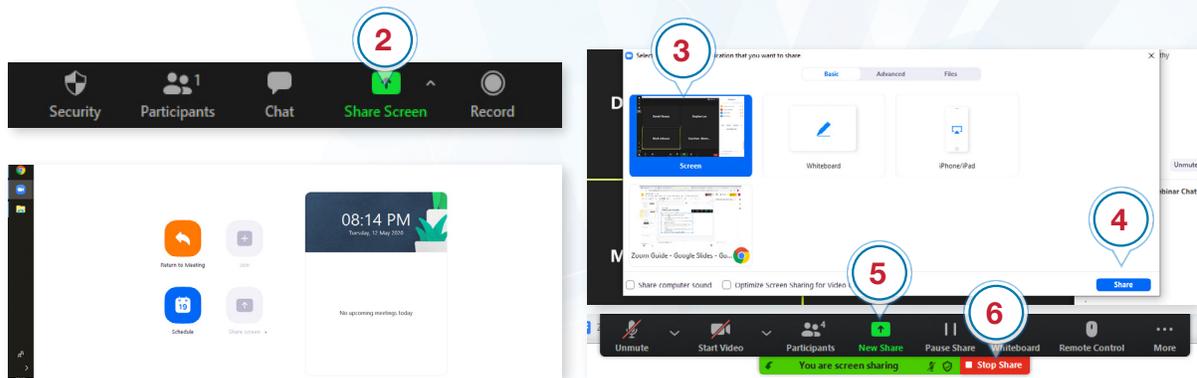
1. Tap the **More**  button.
2. Select **Virtual Background**.
3. Tap the **Add Image**  button.
4. Select the image from your device.
5. Tap **X** to use the image as background and go back to the meeting.



Share Your Screen

Screen sharing can be done by all Panelists in the AGM if the AGM Host granted them sharing rights.

1. Open the documents that you would like to share with other participants.
2. Go back to the Zoom Client and click the **Share Screen** button on the toolbar.
3. Select the window or program you would like to share.
4. Click the **Share** button to start sharing your screen.
5. To share a specific file only, click **New Share**, but if you want to switch between files and apps, there is no need to click the button when you have shared your screen.
6. To end screen sharing, click **Stop Share**.

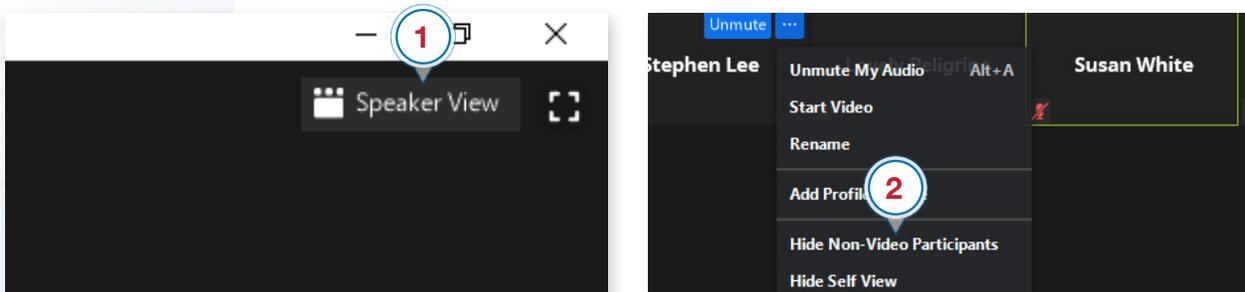


Manage Your Screen for the Live AGM

Adjust Your Video Layout

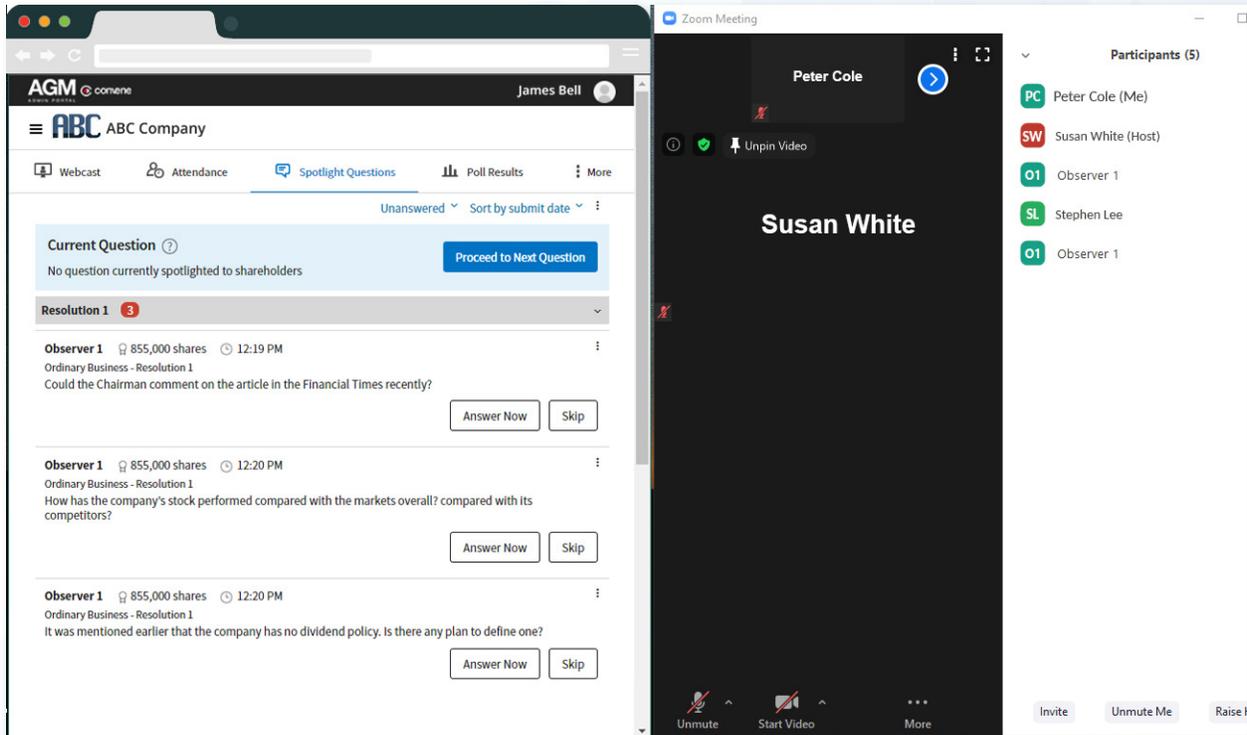
To be able to focus for the live Q&A, it is recommended to adjust the video layout and hide all the participants with their video off.

1. Change the video layout on your device from **Gallery View** to **Speaker View**. Toggle to Speaker View to enlarge the display for the current speaker and minimize other participants in small video tiles.
2. To filter the Participants list to only show the shareholders asking video question and the other panelists with their video on, hover over a participant without a video, click the **More** button, and then select **Hide Non-Video Participants**.



Prepare Screen for Live Q&A and Voting

1. Minimize the Questions dashboard and the Zoom App.
2. Arrange them side-by-side so that textual questions can be seen on one side, while the speaker screen and the list of panelists and participants in queue for a video question are seen on the other side.



Check Software and Hardware Requirements

Required Equipment

As you will be appearing on live webcast, it is essential that you are equipped with:

- Desktop or laptop or tablet device with compatible OS
- Speakers and a microphone (built-in or USB plug-in or wireless bluetooth)
- Camera or video devices, either:
 - Webcam or HD webcam (built-in or USB plug-in)
 - HD cam or HD camcorder with video capture card
- 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

The recommended bandwidth for live broadcast to group:

- 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

Notes:

- For optimum screen sharing performance on laptops, we recommend a quad core processor or higher. Dual core laptops have a reduced frame rate when screen sharing (around 5 frames per second).
- For desktops and laptops, it is recommended to use Chrome, over Firefox and Safari.

Tablet Device Requirements

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

Notes:

- For Windows Tablets, it is recommended to use Chrome over Firefox.

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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