

HYBRID AGM CHECKLIST



- Board attendance – who will be physical and who will be remote. Core: Chair, Company Secretary, CEO, CFO.
- Consider committee leads or anyone responsible for sustainability.
- Confirm Board numbers joining remotely and their locations (consider time zones).
- Does the remote board need to be seen as well as heard? Typically they are only on screen during the Chairman's introductions, at the beginning of the Q&A or when they are asked to answer a question.
- Identify remote Board members that are likely to answer questions and have a process in place to communicate with them; have a back-up line they can switch to if needed.
- Is the Chairman or CEO comfortable reading from a script or would they like autocue? Autocue is a good option for the camera shot as it keeps the speaker looking ahead.
- What support would the Company Secretary like on stage – what would they like to see during the meeting?
- What communications does the Company Secretary or Chairman want on stage? Instant messaging or a WhatsApp group with support team?
- Will you encourage questions to be submitted in advance?
- Would you like to be able to group the questions? If so, live questions will need to be registered in advance in the foyer. Note that telephone questions will still be unknown.
- Who will read the live typed questions into the meeting?
- Who will moderate the questions? A small group of one or two is recommended. Larger groups are less efficient.
- Does the Chair or CEO require any question answer support? Would they like a screen in front of them onto which information can be pushed from their support team?
- Would you like to run any videos before the AGM as shareholders take their virtual seats?
- Would you like to begin proceedings with an opening video?
- Would you consider asking shareholders their intention to attend in advance so we can plan for physical numbers safely?
- Would you like employees to watch by sharing a separate link with them?
- Will you offer the recording on demand via your website after the meeting?