



## Recommendations for electronic connection via video communication

When connecting to the 2023 Annual Stockholders' Meeting via video communication, please take note of the following points:

### Recommendations for optimum video communication

**Internet access:** Your upload/download bandwidth should be at least a stable 5 Mbps or the recommended 10 Mbps. Please make sure your Wi-Fi connection is also stable or connect your device to the internet using a LAN cable. If possible, please close all other applications that require a lot of bandwidth and CPU.

**VPN connections and company networks:** Please note that connecting via an active VPN (virtual private network) connection or a company network, or using a company device may reduce the quality of your connection via video communication.

**Device:** Please use hardware that supports the landscape format and has either a built-in or wired camera. A headset can help improve audio quality. **You can use any of the commonly used browsers with the latest software updates, e.g. Google Chrome, Microsoft Edge, Mozilla Firefox and Safari.**

**Access:** To register your request to speak, please log in to the Stockholders' Portal with your personal access data (stockholder number and password). Then select the "Request to speak / motions" button to register your request. Please note that after you have registered in the Stockholders' Portal, a dialog box will appear at the appropriate time that will enable you to enter the virtual waiting room. Please then select "Enter waiting room", where our technical staff (operator) will help you prepare your connection for your request to speak (see "Functionality test").

**Functionality test:** After entering the virtual waiting room, you will be greeted by our technical staff (operator) to check your audio and video quality. You will then receive more information on the further procedure. Please remain in the virtual waiting room until the operator contacts you. You can continue to follow the live broadcast of the Annual Stockholders' Meeting while in the virtual waiting room.

**Connecting to the meeting:** Once the functionality of your system has been successfully tested, you will be connected live to the Annual Stockholders' Meeting as soon as the chair of the meeting calls you by name. After the chair has given you the floor, you can begin speaking. Once you have finished your contribution, your link for submitting your request to speak will be deactivated. If you wish to speak again, please submit a new request to speak.

## **More recommendations for your live contribution**

**Clothing:** Please avoid wearing tops with small checkered or plaid patterns, as these patterns could create a moiré effect (flickering) in the video image.

**Surroundings:** Please ensure that your location is quiet with as little background noise as possible. If possible, place your end device on a solid surface and try to avoid making any sudden hand movements that could cause the video image to shake.

**Lighting:** Please ensure that you are well illuminated when speaking (e.g. with a lamp that illuminates your face with a pleasant level of brightness). Avoid bright light sources in the background or from the side, such as a bright window.

**Camera position:** If possible, position your camera so that you can be seen in the center of the frame and are looking straight into the camera.

**Miscellaneous:** Please mute your cell phones and do not place them directly on your end device, as this could cause interference. If possible, please close email programs and messenger services on your end device other than the Stockholders' Portal to prevent notifications from appearing that could distract you from your live appearance and be heard by other meeting participants.

Our Stockholders' Hotline team is available to answer any questions. It can be reached within Germany under the number +49 214 30-47799. You are also welcome to submit questions via email using the following address: [anmeldestelle@computershare.de](mailto:anmeldestelle@computershare.de).