



Annual general meeting

Well prepared, professionally organized

The annual general meeting (AGM) is a special discipline with strict legal specifications, fixed procedures and special rules. With the experience gained from over 500 AGMs, we can also prepare your event at the highest level and ensure it is held in compliance with all the formalities. Our infrastructure enables us to professionally organize annual general meetings of various sizes. As a rule, these are events attended by 30 to 2,500 participating shareholders. We are familiar with the conditions at the best-known AGM venues such as Basel Congress Centre, KKL Lucerne, Lake Side Zurich, Kongresshaus Zurich, Lucerne Trade Fair and Olma Trade Fairs.

Additional functions for customers with netVote

- Dispatch of AGM documents and AGM admission card by e-mail
- Online ordering of admission cards
- Online authorization of independent proxies with issuance of instructions
- Online change of address
- Management of the AGM admission card on the smartphone wallet app

Our services before the AGM

- Handling the design of printed materials
- Preparation and dispatch of AGM invitations
- Response processing
- Regular reporting on the status of registrations
- Producing and dispatching AGM admission cards
- Preparation of authorizations and instructions for the independent proxies
- Regular consistency checking on the number of voting shares

Our services on the day of the AGM

- Support on an information stand at the AGM
- Validation of the AGM admission card
- Detailed attendance register
- Ongoing recording of attendees
- Quick determination and projection of the results of ballots

Hybrid or virtual AGMs

We offer special services for organizing hybrid and virtual AGMs:

- Ultra-low latency streaming technology with +/- 2 seconds delay (jointly with Swisscom Broadcast AG)
- A high-performance, dedicated Internet line for stable uploading of the streaming signal
- Connection of requests to speak via video Q&A incl. prioritization of speakers
- Edge security technology to protect against hacker attacks and DDoS attacks on the netVote domain
- Use of the Swisscom Streaming Studio in Zurich for secure signal production of video images & sound (for virtual AGMs)

Voting that works

The optimal voting procedure for your AGM depends on many factors. For in-person AGMs, you have the choice between voting coupons with manual counting, barcode scanners or a personal voting device for each participating shareholder. We will be pleased to explain to you the advantages and disadvantages of the individual voting procedures in terms of costs, benefits, image and time aspects. We then implement the appropriate method.

Voting at virtual AGMs is performed online via netVote.