

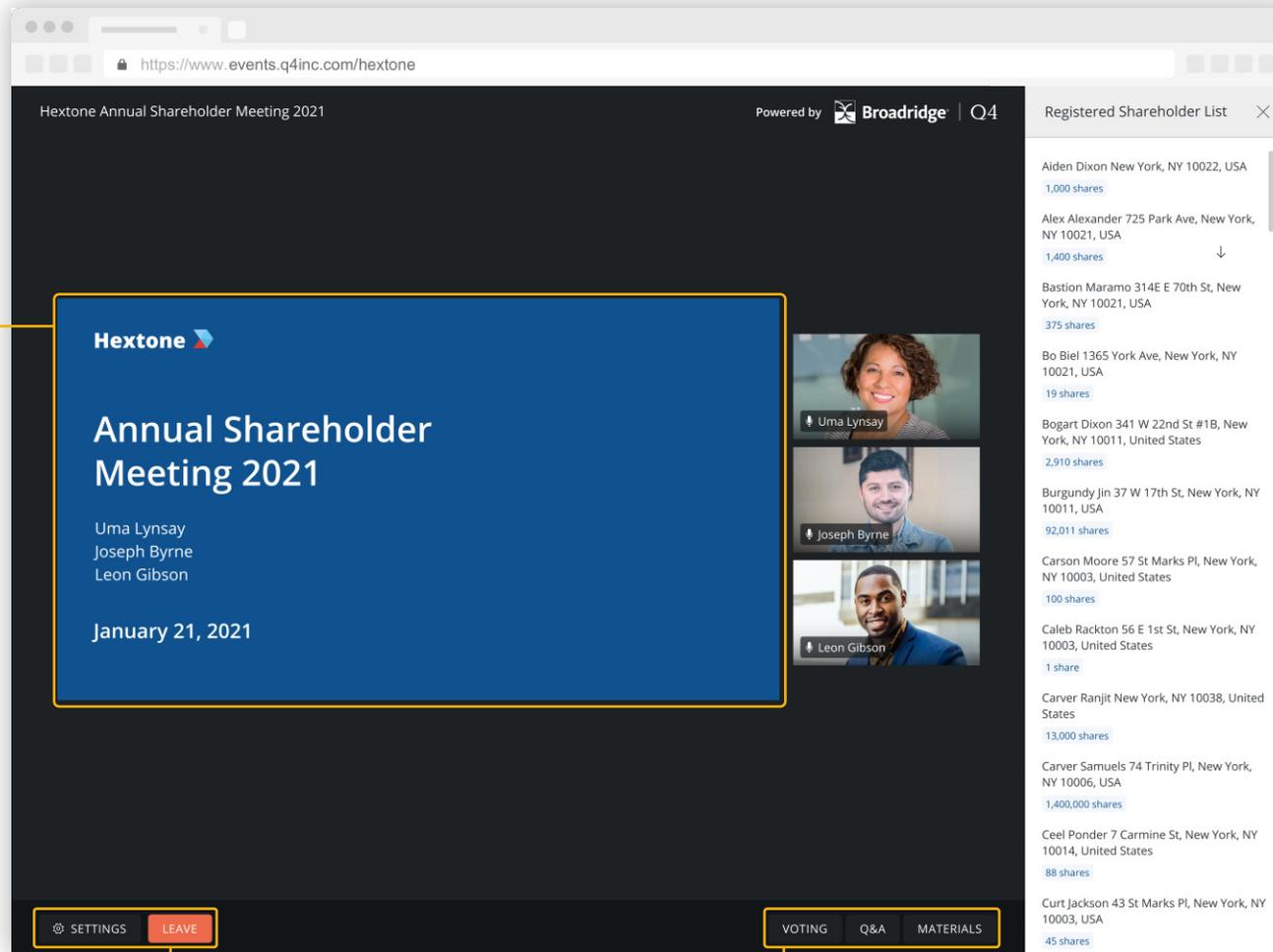


Virtual Shareholder Meeting QuickStart User Guide

Attendee View

Attendee View

ATTENDEE CONSOLE



LIVE BROADCAST DISPLAY

Attendees only see what has been pushed to the live broadcast display. They do not see the stream carousel or upcoming content.

PERSONAL SETTINGS

SETTINGS are limited for Attendees but allow users to select their audio input preference (Headphones or computer audio). An Attendee has the option to **LEAVE** the event.

VSM FUNCTIONS

VOTING enables Shareholders to vote on shareholder proposals during a live event. They can also update and change existing votes, if desired.

Q&A button allows Shareholders to submit questions for the question and answers portion of the event. Questions submitted by a Shareholder are not displayed publicly to others.

MATERIALS are available to Attendees to download before, during, and after the live event. **RSL** can be viewed by Shareholder's within the Materials panel.

User Roles

User Role	Definition
Attendees	Users viewing an event on the Attendee Console. Includes Shareholder and Guest attendees.
Shareholders	Registered shareholders who can vote and submit a question via the Attendee Console. Users gain access to an event by entering a control number.
Guests	Attendees who mainly view an event, and do not vote or submit a question via the Attendee Console. Guests do not need to enter a control number.

Registration Page

Before attending an event, all Shareholders will be directed to the Registration Page. Attendee details are required to attend the meeting, and are outlined below:

- Control Number
- First Name
- Last Name
- Email

 **Note:** Guests will not be required to enter a control number.

Once the registration information has been entered, click **REGISTER & JOIN**, to progress to the Pre-Event Page or the live event.

A dialog box will appear to allow for the option of a notification to be sent when the event goes live. Select **YES** or **NO**.

Q&A

As a Shareholder at a virtual shareholder meeting, you have the opportunity to submit questions. You can submit questions while you are waiting for the meeting to begin (i.e., on the Pre-Event Page) or during the allocated Q&A portion of the event.

To submit a question for the Q&A portion of the meeting, Shareholders would complete the following steps:

1. Click the **Q&A** button to open the panel.
2. Enter their question in the field labelled “Submit a question”.
3. Click **SUBMIT**.

Questions that are submitted are stored under the “Submitted Questions” heading with an indication of the number of total questions you have submitted in brackets next to the heading. Shareholders can see the text entered for each question, along with the time it was submitted.

Registered Shareholder List (RSL)

As a Shareholder, you have access to the Registered Shareholder List (RSL). Shareholder information is displayed in the RSL panel, along with the number of Company shares each Shareholder owns.

Follow the steps below to view the RSL:

1. Click the **MATERIALS** button at the lower right corner of the Attendee Console.
2. Click the **Registered Shareholder** List button at the bottom of the Materials panel. A RSL attestation form will appear and you will be required to fill in the following details:
 - a. If selecting Your Entire Screen, a preview will be shown.
 - b. If selecting Application Window, you will be asked to choose a window.
3. Click **NEXT** to progress. Lastly, tick the checkbox to confirm the information you have provided is accurate.
4. Click **SUBMIT** and the **VIEW RSL** button at the bottom of the Materials panel.

Materials

As an Attendee (Shareholder and Guest), you have access to a list of Materials provided by the Company. These materials will be available to download pre-event, during the live event, and post-event.

To access/download the meeting materials, follow these steps:

1. Click the **MATERIALS** button at the lower right corner of the Attendee Console.
2. A Materials panel will appear from the right of the Attendee Console and display a list of Materials that are available. Clicking on a link will open the document in a new browser tab.