

Information on video communication

For connection via video communication, please note the following:

- **Internet:**

For good picture and sound quality, the upload/download bandwidth should be a stable 5 Mbit/second, 10 Mbit/second would be better with a stable WLAN connection. Alternatively, connect your terminal to your internet access via LAN cable.

All common browsers in their latest software version are permitted: e.g. Google Chrome, Microsoft Edge, Mozilla Firefox and Safari.

We also recommend that you close all other applications on your terminal that are bandwidth- and CPU-intensive as well as e-mail programmes and messenger services to avoid distractions as well as disturbing noises in the transmission before and during your live performance.

- **VPN-Connections:**

Please note that if you connect via an active VPN connection (virtual private network), the transmission quality of your live feed may be reduced.

- **Connecting via video communication:**

On the day of the virtual Annual General Meeting, you can use the button "digital registration to request to speak" in the shareholder portal. After clicking this button, you can choose between "Right to speak" and "Right to submit motions" as well as enter your telephone number where we can reach you in case of technical problems with the connection. After completing this form, please click on "Submit request to speak". This completes the registration of your request to speak. After successful verification of this registration, a dialogue window will appear on your screen which will direct you to a virtual waiting room. There you will be met by our staff (operator) to check the technical functionality of your video communication. After the successful check of the functionality, you will be connected live to the virtual Annual General Meeting as soon as the chairman of the meeting calls you by name. After the Chairman of the meeting has given you the floor, you can begin your live appearance. You can continue to follow the ongoing virtual Annual General Meeting via the stream in the shareholder portal, even while you are waiting in the virtual waiting room for your own speech.

- **Terminal/Camera position:**

The terminal used should be aligned in landscape format, stand on a stable surface and use an integrated or wired camera. You should be visible in the centre of the image and be able to look into the camera from the front. A headset usually improves the audio quality. If you receive a message from your browser at the top of the screen, give permission to access your camera and microphone. It is not necessary to install software components or apps on the terminal.

- **Lighting:**

Ensure good illumination while you are speaking, e.g. by illuminating your face with a lamp. Avoid bright light sources in your background and from the side, e.g. from windows.

- **Clothing:**

Please avoid small patterned (chequered or striped) tops to avoid flickering in the camera image.

- **Others:**

Please mute your mobile phone and do not place it in the direct vicinity of the terminal to avoid possible interference with the transmission. Always set your microphone on the terminal to "mute" when you are not speaking.

Thank you for your cooperation. We look forward to a constructive exchange at our virtual Annual General Meeting on 4 May 2023.