

**Recommendations/instructions for electronic connection via video**

Please note the following points for the connection via video communication to the Annual General Meeting 2023:

**Tips for optimal function**

- 1. Internet access:** The minimum requirement for video communication is a stable upload/download bandwidth of 5 Mbit/sec. We recommend you to use 10 Mbit/sec. It is best to connect your laptop or PC to your internet access via a LAN cable. If you use a WIFI connection, please make sure that the connection is stable.
- 2. VPN connection:** Please note that if you connect via an active VPN connection (virtual private network), this may result in reduced transmission quality or under-binding of your speech. We therefore recommend that you do not use a VPN connection.
- 3. Terminal:** Please use the hardware in landscape mode if possible, as well as an integrated or wired camera.  
For better audio quality, a headset can be helpful.  
All common browsers in the current software version can be used: e.g. Google Chrome, Mozilla Firefox, Microsoft Edge and Safari. No further installation of software components or apps on the end devices is required.
- 4. Access:** Please note that you must be logged into the [Internet Service for Shareholders](#) with the shareholder number with which you registered your request to speak. After your name has been called by the chairman of the meeting in preparation for your live appearance, a dialog box for entering the virtual waiting room will be displayed in the Internet Service for Shareholders. With your confirmation, you can enter the virtual waiting room.
- 5. Checking the functionality (picture and sound quality):** After entering the virtual waiting room, you will be met by our technical staff (operator) to check your image and sound quality. Please remain in the virtual waiting room until the operator contacts you. While you are in the virtual waiting room, you can continue to watch the live broadcast of the Annual General Meeting.
- 6. Connection:** After a successful functionality check, you will be switched live to the general meeting as soon as the meeting chair calls you.  
After the chairman of the meeting has given you the floor, you can begin your speech. The link will be deactivated after your speech. If you wish to speak again, please register to speak again.

**Tips for your live performance**

- 1. Clothing:** Please avoid jackets/blouses with small checks, as these patterns could create a moiré effect (flicker) in the camera image.
- 2. Environment:** Ensure a quiet environment with as little background noise as possible. If possible, place your terminal on a solid surface and try to avoid jerky movements of the hands, which can lead to blurring.
- 3. Lighting:** Illuminate yourself well when speaking (e.g. with a lamp that illuminates the face pleasantly brightly). Avoid bright light sources in your background or from the side.
- 4. Camera position:** If possible, place yourself in front of your camera so that you can be seen yourself in the center of the picture and frontally.
- 5. Other:** Please mute cell phones and do not place them directly on the end device, as this could cause interference. Please close e-mail programs and messenger services outside of the internet service for shareholders on the end device if possible to avoid notifications that could distract you from your live performance and be audible in the broadcast.