

# **Tips and recommendations for optimal video communication functionality for the virtual Aurubis AG Annual General Meeting**

## **(Live comments)**

Please consider the following points to ensure optional video communication functionality and an optimal live appearance when taking part in the Annual General Meeting via video.

### **I. Optimal functionality**

#### **1. Technology**

The minimum technical requirements for a video broadcast in the virtual Annual General Meeting are a web-enabled device with a camera and microphone as well as a stable internet connection. Please ensure that your internet connection is sufficient. The bandwidths should be at least 5 Mbit/s (upload) and 10 Mbit/s (download), though we recommend using 15 Mbit/s or more. Make sure you have a stable WLAN connection, or connect your laptop/PC to the internet with a LAN cable. Ideally, don't use other devices in your household that require the internet during your video communication, and close all applications on your device that require a great deal of bandwidth or that are computing-intensive before your video communication. In particular, having other video applications open can prevent a connected headset or the camera from being activated. If you have a VPN (virtual private network) connection, please keep this turned off because broadcasting via an active VPN connection can lead to connectivity problems and reduced transmission quality of your live comments. Please position your camera in landscape (horizontal) format at eye level. Place the camera so that it doesn't shake. Using a headset with a microphone can minimize background noise and improve audio quality in some circumstances. The current software versions of the well-established browsers are permitted, e.g., Google Chrome, Mozilla Firefox, and Safari.

#### **2. Checking functionality**

Please keep in mind that you have to be logged in to the password-protected InvestorPortal with your shareholder number in order to register to make a comment or a proposal. The comment display and a colored symbol indicating status show that you have successfully registered by clicking on "Submit comment" in the InvestorPortal. As soon as we are ready to start the technical functionality check, a dialogue box will appear under the live image with a prompt to enter the virtual waiting room. Please be aware that depending on the number of comments registered, a great deal of time might pass between the moment you register to make a comment and the start of the technical check. After clicking the dialogue box to enter the virtual waiting room, the live image will be switched to the waiting room in the InvestorPortal. Entering the waiting room leads to a short time jump in the live image, but you can then continue to follow the Annual General Meeting image and audio from the waiting room. Please remain in the virtual waiting room until a technician (operator) contacts you to check the technical functionality of your video communication (image and audio) together with you. Keep in mind that you can be seen and heard in the waiting room by the operator during the entire waiting period. After the successful functionality check, you can deactivate your camera and your microphone until your live appearance at the virtual Annual General Meeting. If you have any questions, please contact the operator directly.

#### **3. Broadcast**

After you have successfully checked the functionality of your equipment, you will be added to the speaker list and the meeting chairperson will announce your live appearance in due course. Once your name is called, you will be broadcast live to the Annual General Meeting. Please

make sure that your camera and microphone are activated again. As soon as the meeting chairperson gives you the floor, you can begin speaking.

## **II. Optimal live broadcast**

>> Clothing: Please avoid clothing with small patterns, as these can create a flickering effect on camera.

>> Surroundings: When taking part by video, look for a calm room or space so that you aren't disturbed by other people or pets during the live broadcast. The background should be neutral and calm.

>> Lighting: Ensure that you have good lighting. Indirect or diffuse light from the front is ideal. Please avoid light from behind or from the side (e.g., through a bright window).

>> Camera position: If possible, place your camera so that you are visible in the center of the frame and can look into the camera head-on. Position your camera in a 16:9 landscape (horizontal) format.

>> Test: Test your equipment in advance to make sure it works (audio and camera test) and use the optimal settings.

>> Additional information: Make sure that mobile phones are on silent and aren't directly placed on your laptop or PC, as this can cause disruptions. If possible, close email programs and messaging services on your device to avoid messages that could distract you from your comments and be heard in the broadcast.

>> After your comment: When you are finished speaking, you will be transferred back to the waiting room. Please actively leave the waiting room at that point. Now you can continue following the InvestorPortal stream of the Annual General Meeting as usual. If you would like to speak again, please register to make a comment again.

### **Please note:**

**The tips and recommendations in this document are not legally binding. Only the invitation to the Annual General Meeting published in the Federal Gazette has any legal authority.**

**Aurubis AG**