

Virtual Shareholder Meetings (VSM)

Continental Stock Transfer & Trust Company (CSTT) provides our issuers with the means and ability to execute a safe and successful shareholder meeting.

Continental's VSM services provide all the elements of an in-person meeting, without all of the logistical concerns of one, including:

- Fully secure, safe and effective platform
- Hosting and voting options
- Elimination of travel and the cost of organizing in-person meetings
- Multiple presenter ability
- Issuer customization
- Slideshow presentation capability
- Attendee authentication
- Issuer-branded meeting webpage

Our platform utilizes a dedicated, secure Continental-managed URL to ensure the safety and confidentiality of your meeting. Verified shareholders have the ability to listen to the meeting through the VSM meeting webpage or through a designated listen-only dial in number.

Questions from shareholders can be submitted through the VSM site and or an issuer-designated email address.

Shareholders can vote prior to the meeting or at the time the polls are open. A summary of shareholders registered for the meeting, as well as questions submitted, are provided to the issuer.

Playback recordings are available within 24 hours of the meeting and fully accessible for up to 12 months.

Virtual Shareholder Meetings are not just for proxy/annual meetings. VSMs can be used for special meetings, earnings calls and other virtual meetings.



HIGHLIGHTS

The VSM service provides a complete solution to hosting your Shareholder Meeting either virtually or as a hybrid meeting

- **A branded Annual Meeting/Special Meeting** "Microsite" as a single location where your investors can go to learn everything about your meeting
- **Live webcast** with the capacity to handle small or large meeting audiences
- **Meeting replay hosting**
- **Telephone dial-in**, listen-only access
- **Registration** to allow investors to prepare and be ready for the webcast
- **Question management** tool allows verified investors to submit questions during (or optionally before) the meeting
- **Meeting documents and attachments** such as the Proxy Statement, Annual Report, Form 10-K, Order of Business/Agenda, Rules of Conduct, Certified Shareholders List, or other documents
- **Slide presentation** with up to 100 slides
- **Guest control** numbers (issued upon request) for any directors or guests who need to be credited as attending the meeting without voting capabilities
- **An industry-leading, presenter dry run process** led by experienced meeting coordinators to ensure a smooth and efficient virtual meeting
- **Many customizable features**

Frequently Asked Questions

When to book the VSM service and what is needed?

Connect with your CSTT Account Manager to establish the VSM for your meeting, as soon as possible, to secure your date and time.

The following items are needed for your VSM set up:

- Company name and main contact information
- Meeting date and time, including time zone
- The start date when online registration will be enabled
- If questions will be allowed before and/or during the meeting
- When available, a list of documents and other information to add on the VSM meeting webpage

CSTT will book your meeting and provide you all necessary information such as the microsite URL and telephone access codes so you can communicate it to your investors before the meeting.

What will my VSM meeting webpage URL and audience telephone access numbers be?

CSTT will establish your meeting webpage URL and audience telephone number and code quickly so you can place it in your Proxy Statement, Proxy Card or other communication. It will be on our secured hosted service with an address similar to the following:

URL: <https://www.cstproxy.com/yourcompanyname/year>

Optional telephone access (listen-only)

Within the U.S. and Canada:

+1 888-450-7155 (toll-free)

Outside of the U.S. and Canada:

+1 857-999-9155 (standard rates apply)

Passcode for telephone access:

XXXX1234#

What is the capacity of the VSM service? What should I plan for?

The VSM service can handle both small meetings, with a few webcast attendees, up to a large meeting with up to 5,000 attendees. The listen-only telephone access can accommodate up to 1,000 attendees. These channels combined provide for up to 6,000 concurrent attendees.

Note: The VSM default service is set up with a maximum event capacity of up to 300 concurrent webcast attendees and up to another 1,000 on the telephone.

For smaller sized companies, the default is generally adequate. For larger companies, an initial capacity setting at 5% of shareholders is generally sufficient. You can work with your CSTT contact to help determine which level you should plan for.

How can investors ask questions or vote?

Shareholders who use a valid control number can submit written questions during the virtual meeting, if the company desires this option.

The VSM meeting webpage showcases the proposals to be voted on, the board recommended votes, and instructions on how to vote.

When will the replay be available and for how long?

Your VSM replay will be made available the day after the meeting and be hosted for up to one year.

How will voting be handled during a virtual shareholder meeting?

Registered shareholders may vote online using a link on the VSM meeting webpage with the control number provided on their proxy or notice card. Voting will be available during the meeting until the company has announced that the polls are closed.

Beneficial/Street shareholders may vote online using the link on the VSM meeting webpage with the control number provided by Continental upon presentation of a legal proxy from the holder.

The legal proxy must be submitted to Continental prior to the meeting date in order to obtain a control number to access the meeting and voting sites. Voting will be available during the meeting until the company has announced that the polls are closed.

When will initial vote results be available?

Final vote results will be available the morning after the virtual meeting. If no votes are received during the meeting, the CSTT proxy department will confirm the results provided prior to the meeting are final. If any votes are received during the meeting, the CSTT proxy department will provide an updated vote summary report.

Additional Information

Visit www.cstproxy.com for additional information and examples.

GET STARTED NOW AND CONNECT WITH YOUR ACCOUNT MANAGER

or email accountadmin@continentalstock.com

