

Depa PLC

Virtual Annual General Meeting 2021

Participant User Guide



Basics for a good Virtual AGM Experience for Participants

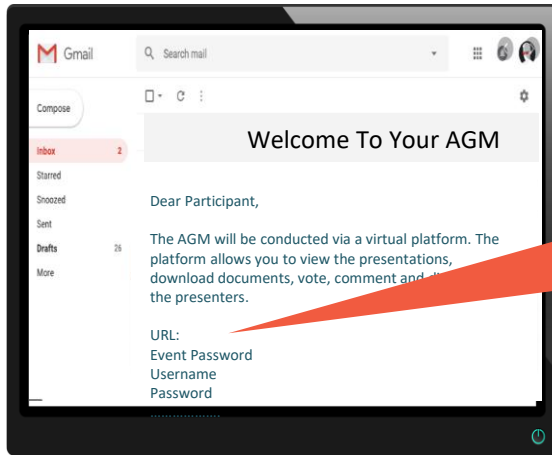
-  Use a desktop computer or laptop and connect headset before joining meeting
-  Use a stable internet connection (min 3 MBPS)
-  Use Google Chrome, or see page 6 of this Guide for supported browsers
-  Close other tabs in browser, keep your browser open for the duration of the meeting. We recommend that you don't refresh your screen during the meeting
-  Have your log in details provided by email from Link Market Services ready
-  Use you full name, email address and company name (if applicable) to log into the portal
-  Join the meeting waiting room 30 mins early
-  If you don't see a poll to vote, click on the refresh icon in the poll section. See also page 4 of this Guide

PLEASE NOTE: To attend and vote at the virtual AGM, you must have your log in details and Event Password from Link Market Services (Link). This information will be provided to you by email once the relevant forms have been submitted to and received by Link.

Entering the Platform

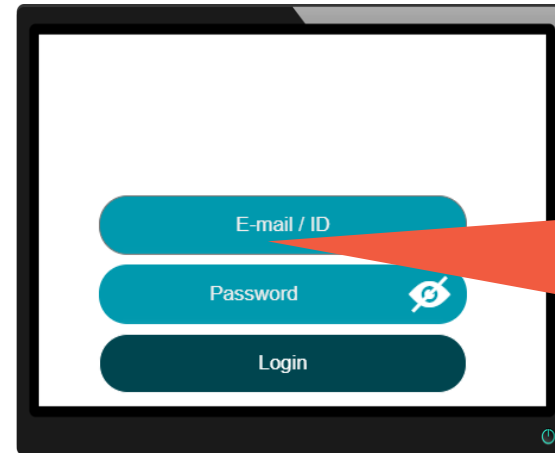
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Step 1: Go to meeting URL



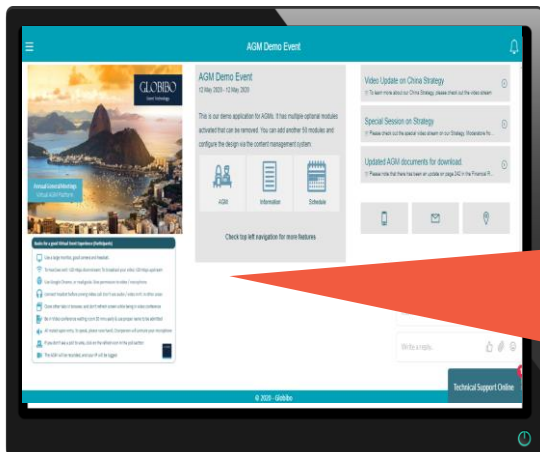
Click on the link in the invitation email.

Step 2: Log in



Enter your username and password (sent to your registration email). You must use your full name, email address and company name (if applicable) to access the portal.

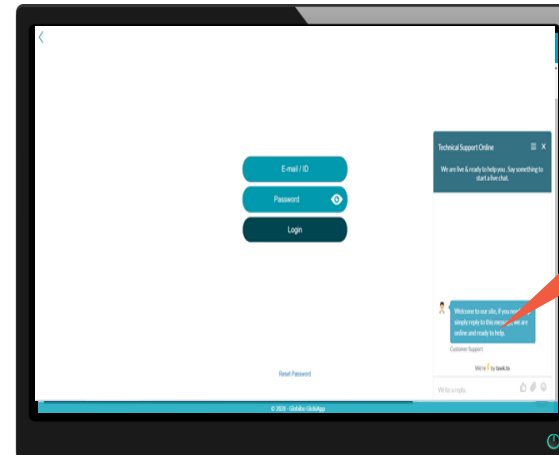
Step 3: Enter virtual meeting



On entry of your correct log in details, you will be granted entry to the Depa virtual AGM platform.

For technical assistance with log in on the day of the AGM, please contact support.l2@globibo.com

In Platform Help

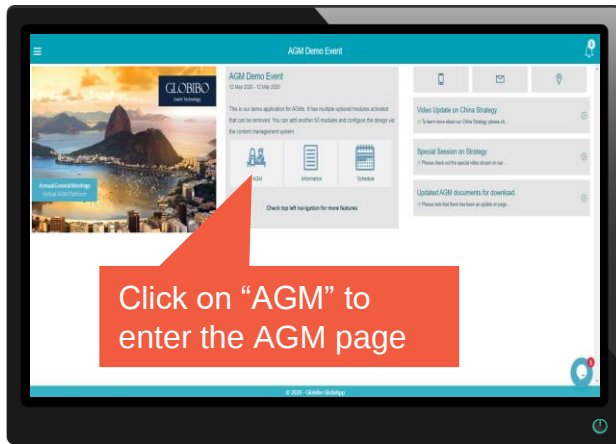


For technical help once logged into the virtual AGM platform, type your question here.

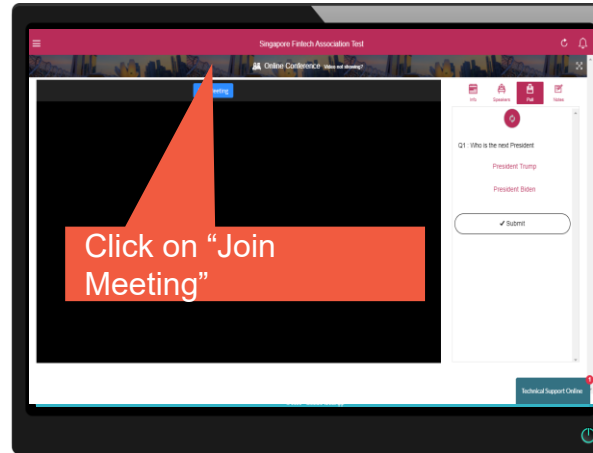
Opening the Audio Conference & Navigating the Platform

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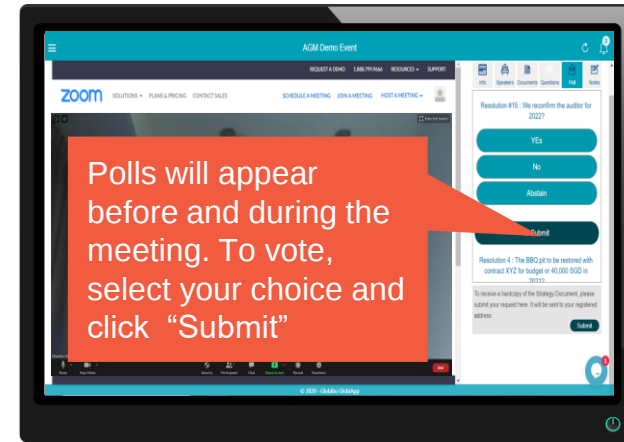
Go to AGM Slide Show



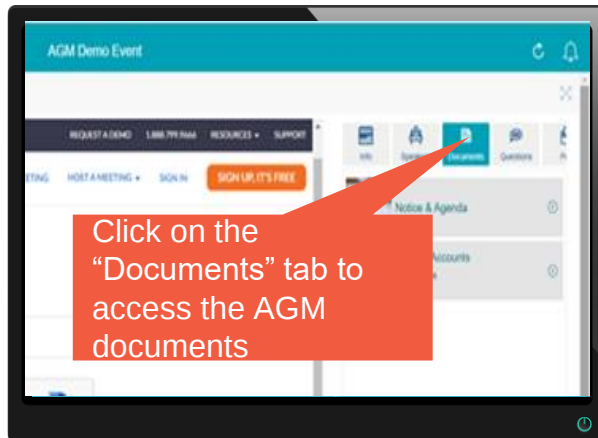
Join the Meeting



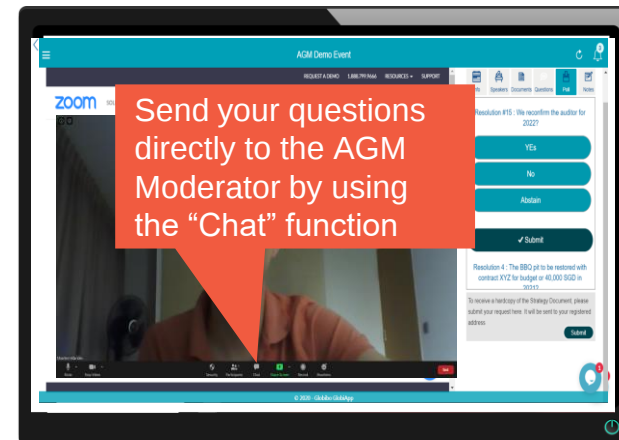
Vote on Polls



Access AGM Documents



Ask Questions



How to Vote

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1

Click "Poll" tab. If eligible, you will see active polls. If you are unable to see the poll option on the right side of your screen, exit full screen mode.

2

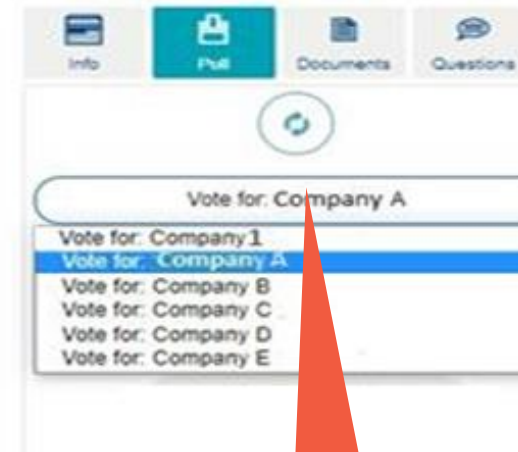
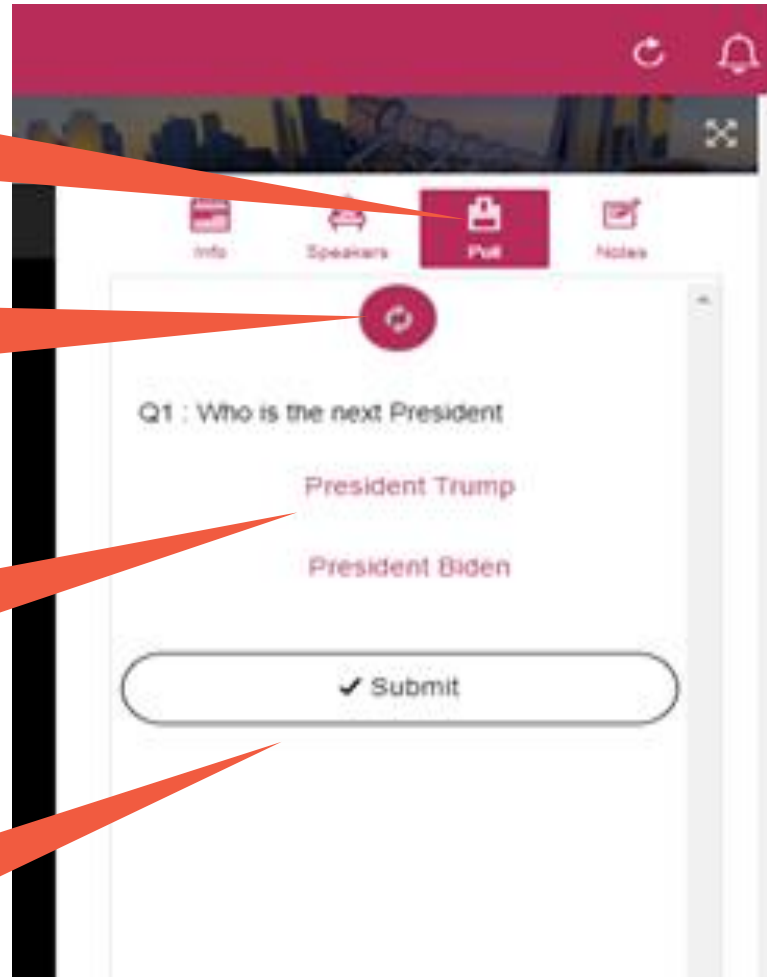
If no poll shows, click "Refresh" button.

3

Respond to all options of a poll before you click "Submit".

4

Click on "Submit" to finalise your vote. You CANNOT go back after you have submitted your vote.



If you are a proxy for one or multiple other registered participants, please use the drop down menu to select the principal you are voting on behalf of.

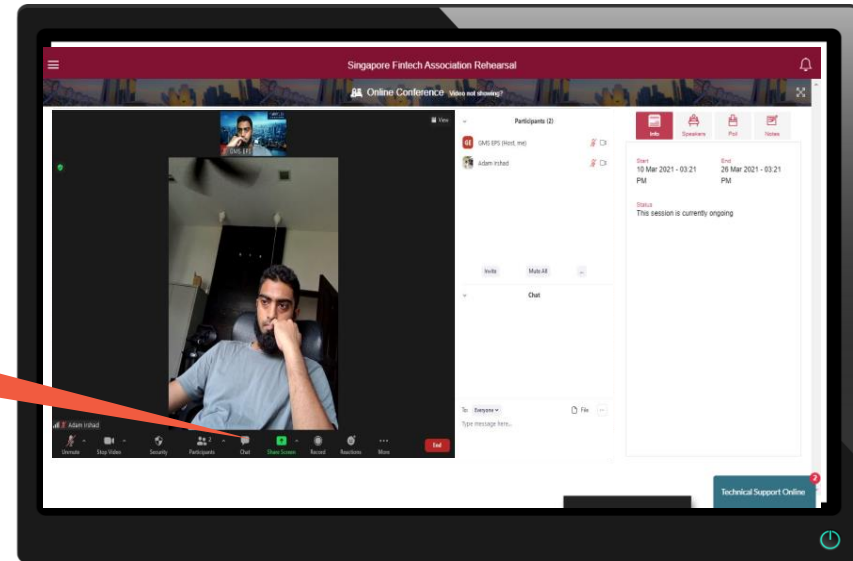
You may repeat this process to vote for each participant you are registered to vote for.

PLEASE NOTE: Results of the Poll will be released after the AGM.

How to ask questions

1

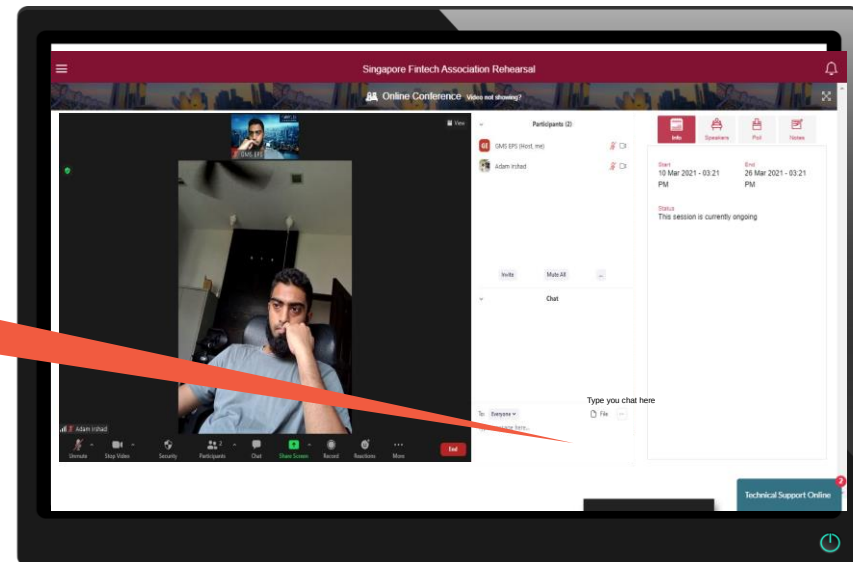
Click the “Chat” button at the bottom of your video screen.



2

You can raise your question by typing it in the chat box.

Your question will be received by the Depa AGM Moderator.



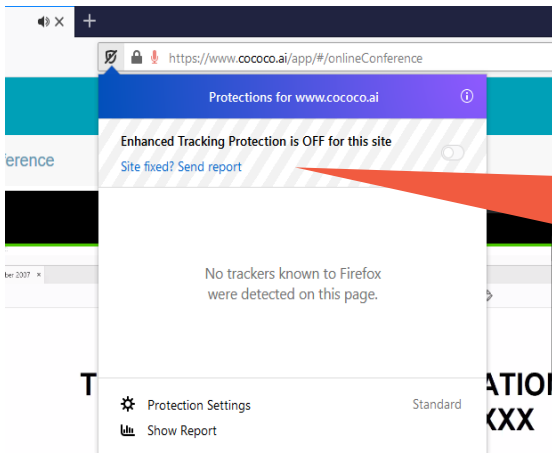
Zoom Compatibility

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	Windows Desktop	Apple Desktop	Android Phone / Tablet	Apple Phone / Tablet
Chrome	Full	Full	Possible	Possible (separate app)
Firefox (turn tracking protection off)	Full	Full	Browser does not support audio / video upload	-
Edge (latest version 84)	Full	-	Full	Possible (separate app)
Safari	Not supported by Apple	Possible	NA	Possible (separate app)
Internet Explorer	Not Secure			

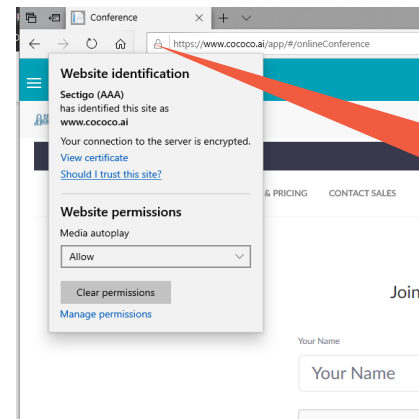
In general, allow 3rd party cookies and Enhanced Tracking to facilitate access

Firefox - Special Settings



Zoom will not show the login page in Firefox, unless you deactivate the "Enhanced Tracking Protection".

Edge - Special Settings



Click on the Lock icon to change Website permissions for "Media".

Participant FAQs

Your problem	Advice
Login problems	
I don't know my log in details or Event Password	To attend and vote at the virtual AGM you must have received a registration email after verification from Depa PLC's registrar and tabulation agent, Link Market Services (Link). If you have not received a registration email, contact Victoria.Keenan@linkgroup.co.uk .
I have forgotten my Event Password	You can reset your password to your registered email address by clicking the "password reset" button on the Login page.
Browser problems	
The AGM page is not loading / I can't enter my log in information / I cannot navigate / I can't log into the Audio Conference on Zoom	Please check the browser and device you are using are both supported. For technical support on the day of the AGM, contact support.l2@globibo.com .
AGM Platform questions	
Why does my microphone not work?	Registered participants in the Depa PLC virtual AGM 2021 may raise questions during the AGM via the questions function accessed using the "Chat" function. See page 6 of this Guide for more information.
Why does my video not work?	The Depa PLC virtual AGM 2021 will be conducted via audio webcast only. A live video stream is not being used. You will see the slide show on the left side of the AGM screen.
Why can't I see the polling resolutions?	If you do not have voting permission, you will not see the resolutions. If you have voting permission, you can click on the refresh button at the top of the "Poll" tab.

For further information regarding the Depa PLC AGM, please contact: Victoria.Keenan@linkgroup.co.uk