

# Virtual Shareholder Meetings

## A cost-effective solution for Australian companies

Virtual shareholder meetings, including Annual General Meetings, are becoming increasingly popular and often necessary for Australian companies. Available options are generally limited to costly outsourced fully integrated voting/meeting platforms, or simple do-it-yourself alternatives. FTI Consulting's Strategic Communications practice provides a cost-effective solution for a professionally managed virtual shareholder meeting.

### THE FTI CONSULTING DIFFERENCE

#### Hands-on

We sit alongside our clients, not opposite them. Our teams are lean and fast, in both the assessment and implementation of our recommendations, and we provide the resources to lead the project to completion.

#### Results driven

We never lose sight of the bigger picture. We are accountable and strive to deliver the best outcomes for clients.

#### Collaborative execution

We work directly and seamlessly with stakeholders to create and execute tailored strategies for optimal results.

#### Experienced teams

Our professionals are highly experienced with deep knowledge of strategies and tactics used on all sides of the table.

#### Solutions focused

We are empathetic and take the time to understand the goals and objectives of our clients in order to provide the most appropriate and tailored output, including practical and actionable recommendations and solutions.

### VIRTUAL SHAREHOLDER MEETINGS

COVID-19 related restrictions on social gatherings in 2020 and 2021 have resulted in increased adoption of virtual technologies for shareholder meetings, which have continued as restrictions have lifted.

ASIC has issued guidelines on how hybrid and virtual meetings should be conducted for AGMs and other meetings of company or scheme members. Virtual meeting technology may be used in holding a Chapter 2G meeting, provided the technology gives the persons entitled to attend the meeting a reasonable opportunity to participate without being physically present in the same place. This includes the opportunity to ask questions orally, and cast votes during the meeting.

### ONE SIZE DOES NOT FIT ALL

Companies wishing to use virtual technologies to hold virtual or hybrid shareholder meetings, consistent with the ASIC guidelines, have had limited choices to date. An outsourced fully integrated virtual meeting /voting technology platform provides a complete solution; however, is generally prohibitively costly for small and mid-sized companies.

The alternative is a low-budget, DIY virtual meeting, which may pose its own logistical, technology, and resourcing challenges, which can reflect poorly on a company's professionalism.

### THE FTI CONSULTING HYBRID AND VIRTUAL MEETING SOLUTION

FTI Consulting assists clients with communications around key shareholder meetings as a part of its broader strategic communications advisory services. We understand the challenges and limited options available to small and mid-sized companies seeking to hold virtual shareholder meetings.

FTI Consulting offers a professionally managed virtual meeting solution at a significantly lower cost than fully integrated outsourced meetings.

## VIRTUAL MEETING OFFERING

FTI Consulting's solution for discrete management of a virtual meeting process has been successfully used by clients to conduct their AGM and other shareholder meetings.

### Key deliverables include:

- Guidance and advice through the virtual meeting process from planning through to completion.
- The use of an online meeting platform that provides the necessary functionality for shareholders to ask Questions (including orally) and participate in meeting discussion, and for the company to moderate this process.
- Ability to monitor and control meeting attendance, with a single meeting access per approved attendee.
- Attendance via a range of common technology devices including computers and laptops, smartphones and tablets.
- The ability to show live video of the presenters plus display presentation slides and company videos – in addition to live audio of the meeting.
- The use of an online voting platform that allows shareholders to view and securely vote on the meeting resolutions via their computer or smart device. Shareholder verification is performed manually prior to the vote - as with physical meetings at the registration desk.
- A recording of the meeting for the company website.

### Comprehensive communications service

FTI Consulting's management of the virtual meeting process can also be extended to a broader scope of comprehensive strategic communications services.

This leverages deep expertise in investor communications where FTI Consulting works with clients to fully prepare for meetings, from strategic advice around key issues and preparation of key documents through to pre-meeting rehearsals.

## FTI Consulting's structured process

01. Planning	<ul style="list-style-type: none"> <li>— Assist with Notice of Meeting and shareholder instructions</li> <li>— Prepare meeting day run sheet</li> </ul>
02. Preparation	<ul style="list-style-type: none"> <li>— Trial meetings to familiarise with software and process</li> <li>— Assist with shareholder queries / feedback before meeting</li> </ul>
03. Management	<ul style="list-style-type: none"> <li>— Manage and monitor meeting registrations</li> <li>— Host meeting</li> <li>— Facilitate on-line voting, co-ordinate with manual voter registration and verification process</li> <li>— Facilitate/moderate shareholder Q&amp;A</li> </ul>
04. Review	<ul style="list-style-type: none"> <li>— Provide recording of meeting for company website</li> <li>— Collate any shareholder feedback / post meeting engagement</li> </ul>

## Extend to comprehensive communications service

01. Strategic advice	<ul style="list-style-type: none"> <li>— High level review of corporate strategy and objectives</li> <li>— Review key stakeholders and potential issues</li> <li>— Agree high level key messages</li> </ul>
02. Prepare / review key documents	<ul style="list-style-type: none"> <li>— Chairman's address</li> <li>— CEO/MD operations update</li> <li>— Investor presentation</li> </ul>
03. Meeting preparation	<ul style="list-style-type: none"> <li>— Draft / review investor Q&amp;A</li> <li>— Q&amp;A preparation with directors</li> </ul>



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