# Guide - Electronic General Meeting

*Version November 2021*

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# How to participate

To attend the Electronic General Meeting, use the following link: *The specific link will be mailed just before the General Meeting starts to the registered Email.*

The meeting opens on the date and time specified in the notice.
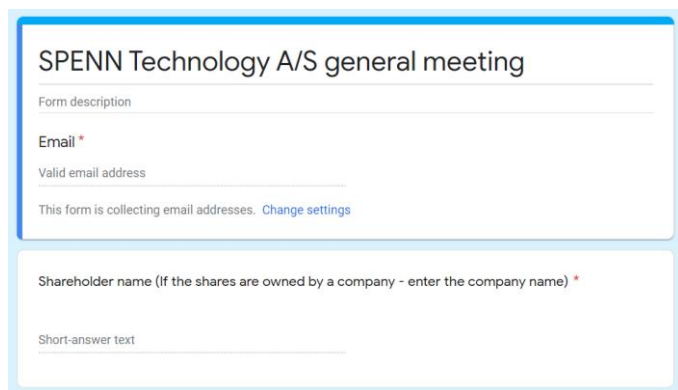
# Technical requirements

For Video Meetings, use:

- The Meet mobile app or the Gmail mobile app or a supported web browser.
- A compatible device that meets the minimum system requirements.
- A supported operating system.
- A broadband connection to the network.
- A built-in webcam or an external USB camera.

Read more info on technical requirements here.

# How to vote

Before the Video Meeting starts, please fill out this form:
https://docs.google.com/forms/d/e/1FAIpQLScMP5Sam4GXMvGpXclp6bBNnJ97gQQNJJc2AUooB_fbiP4DXg/viewform
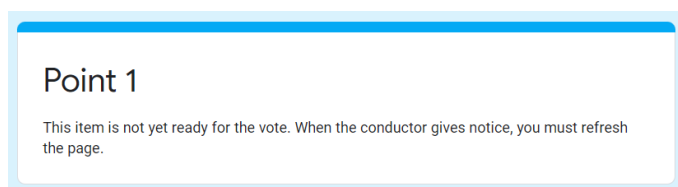


After each item on the agenda you have voted on, you will receive a link to the next item to be voted on:



Subsequently, you will meet a page with the next item at the general meeting to be voted on. This point is only opened when the conductor gives notice.



When the chairman/conductor of the meeting opens the poll, refresh the page and the next question will be available:

## Point 1

jesper@npinvestor.com Switch accounts

*Required

Email *

Your email address

Valg af dirigent *

○ FOR

○ AGAINST

○ BLANK

Submit                                                      Clear form

To ensure the correct counting of the votes, you will be asked to enter your e-mail address at each voting point.

It is required that you enter the e-mail address you provided when registering for the general meeting.

Note:
You can only access the form if you in advance of the General Meeting have registered your VP deposit number or registered personal bank account number and by name registered in the company's shareholder register.

If you are going to close your poll, contact *Technical Support* - we will send you a url which will send you to the item on the agenda we have reached.
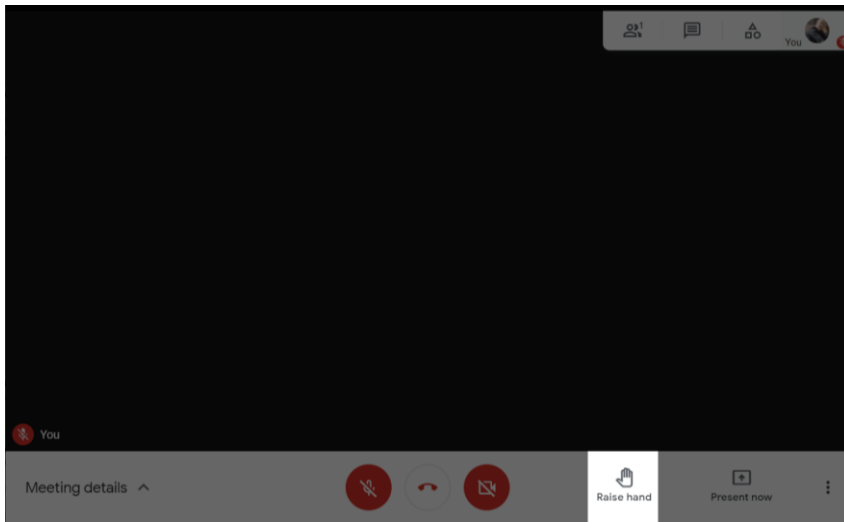
# How to ask questions

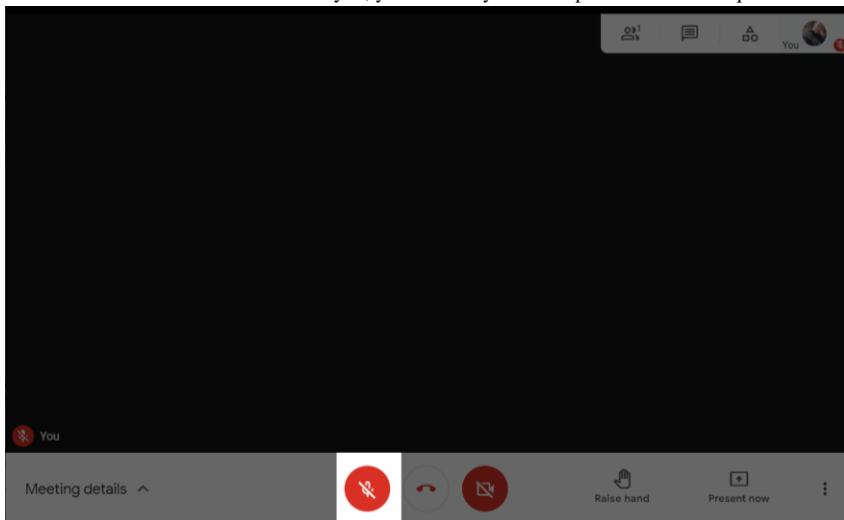It is important that you have muted your microphone during the general meeting.

If you have a question or a comment, then you can either mark with a show of hands or write on the chat function.

## How to "Raise Hand"

Click on the handshake icon "Raise hand".



When the chairman leaves the word to you, you activate your microphone and ask the question and/or comment you have.
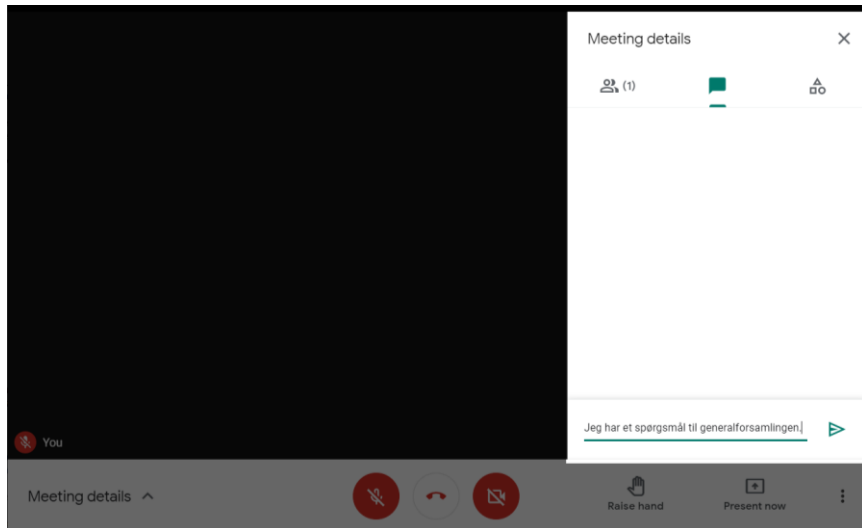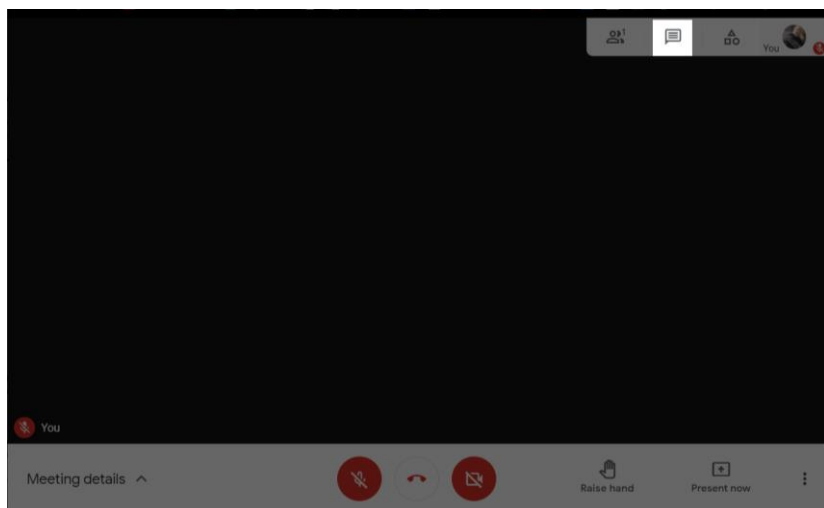


Subsequently, you mute the sound again.

## Chat Function

You are welcome to write in the chat function, then the conductor will answer your question or read your comment aloud.

You will find the chat function in the upper right side of the screen:

# How to get technical assistance

## Email

If you need technical assistance you can write to this email: jesper.bender@spenn.com

## Phone

You can call this phone number: +45 88 30 00 02