

ONLINE AGM CHECKLIST

Preparing a general meeting always asks something of the board. When that meeting takes place online, it becomes even more important to put enough time into it beforehand. MeetingMasters made an overview of everything that needs attention, so your meeting is both pleasant and professional.

1 month – 1 day before the meeting	☐ Decide on the purpose: business only, or social as well? ☐ Set the agenda: what has to be discussed ☐ Publish or send out the documents ☐ Choose the online set-up (platform, tools and support)¹ ☐ Set up the meeting¹ ☐ Connect the meeting to a voting tool³ ☐ Write the run-through script² ☐ Invitation with a personal login plus technical instructions for voting and attending¹ ☐ Participant guide¹ ☐ Participant registration² ☐ Reminder email to the membership list one week ahead² ☐ Walk-through meeting¹ ☐ Coaching for the board² ☐ Share the meeting documentation with MeetingMasters
1 day – 1 hour before the meeting	☐ Participant reminder one day ahead² ☐ Check the technical settings¹ ☐ Participant reminder one hour ahead²
During the meeting	☐ Board arrives online 30 minutes early¹ ☐ Participants arrive online 15 minutes early¹ ☐ Technical support for participants¹ ☐ Opening, including the ground rules for the online meeting¹ ☐ Interaction support ☐ Screen sharing¹ ☐ Votes and polls^{1/3} ☐ Chat support¹

	☐ Online moderation ² ☐ Recording & screenshots ¹ Meetings are made by people. MeetingMasters helps.
After the meeting	contact@meetingmasters.online +31 6 4575 2819 www.meetingmasters.online ☐ Export the participant lists ¹ ☐ Clean up the recording and send it out ¹ ☐ Voting report ³ ☐ Write the minutes

Would you rather focus on your own role? Do get in touch for professional help: www.meetingmasters.online

1. MeetingMasters Online takes the work off your board's hands, from set-up to evaluation. We help with the design and set-up of the online meeting, with clear invitation texts and explanations for members or shareholders, and with a briefing and walk-through for the board. We get every setting right, guide participants so they land well in the meeting, and make sure the session runs smoothly and stays interactive. We can record the meeting too, which makes writing the minutes afterwards a good deal easier.
2. The additional meeting services from MeetingMasters are tailor-made: we look at them separately for every meeting. A great deal more is possible — integrating video, music or other interactive elements.
3. The online voting tool costs EUR 440 excluding VAT, based on 1,000 voting codes, 3 multiple-choice questions and 30 minutes of extra support. Options such as weighted voting and real-time votes can be added. For this we work with the proven tools from Vote Company.