








INSTRUCTIONS FOR THE MEETING

-  Facility for joining the AGM through VC shall open 15 minutes before the time scheduled for the AGM and will be available for Members on first come and first served basis.
-  All members are put on mute by the host by default to avoid any background noise.
-  It is advisable to use earphones for clear Audio transparency.
-  Members are encouraged to join the Meeting through laptops for better experience and ensure no other devices is connected to your WiFi to avoid division of your internet bandwidth.
-  All the members, who have registered as "Speaker" are requested to allow access to Audio and complete the "echo test". Members are also requested to allow access to the camera & click on "share video". Speakers are requested to ensure adequate lighting for proper visibility or Speakers can continue to speak through audio mode.
-  During the Question & Answer session, Speakers names will be announced along with their queue number in a sequential manner. Accordingly, the moderator will unmute the Speaker. If there is any connectivity issue at the Speaker's end due to which speaker could not express his queries/ views completely, then request will be made to next speaker to maintain continuity of the meeting. If the connectivity of the speaker resumes then, he will be allowed to speak again after all other speakers complete their turn.
-  It is recommended to the members to be dressed in a formal attire appropriate for an in-person meeting.

Powered by

 **KFINTECH**

Inspired By Passion. Driven By Technology.