

# TRATON

## TRATON SE Annual General Meeting 2024

### TECHNICAL INFORMATION FOR PARTICIPATING BY MEANS OF VIDEO COMMUNICATION

#### Internet access

The minimum requirement for participating by video is a stable upload/download speed of 5 Mbit/s, ideally 10 Mbit/s. If you are using WiFi, please make sure that you have a stable connection.

#### End device

We recommend you to set up your video in landscape mode. Use a headset if you can to improve the audio quality. You can use all standard browsers with the latest software versions. No other software components or apps need to be installed on the end devices. Please also check your firewall settings if necessary.

#### VPN connection

If you are using an active VPN connection, please note that you may experience a lower transmission quality. Your connection may also drop out during your request to speak.

#### Access

Please note that you need to have logged into the Shareholder Portal using your personal access data before you can register your request to speak. Click the "Request to speak" button in the Shareholder Portal if you want to make a verbal contribution, ask a question, submit a (substantive) motion, or submit an election proposal. You will then see a button you can click to enter the virtual waiting room. After confirming, you will be taken to the virtual waiting room.

#### Operational check

Once you have entered the virtual waiting room, you will be greeted by an operator, who will check the quality of your audio and video and give you additional technical information on the next steps. You can continue watching the Annual General Meeting while you wait in the virtual waiting room.

#### Dialing into the Annual General Meeting

After the operator has checked to make sure everything works as it should, you will be connected to the Annual General Meeting live as soon as the meeting chair calls you by name. Once the meeting chair has given you the floor, you may begin making your contribution. If you wish to speak one more time, please register another contribution request.

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### Further recommendations on making a contribution

- Please make sure you are in a quiet room with as little background noise as possible.
- Please make your light source is front-facing, i.e. your face is lit from the front when you talk.
- Avoid being backlit or having light come in from the side.
- Avoid wearing checked clothing as this can cause the video to flicker.
- Try to position the camera so that your face is in the middle of the screen.
- If possible, please close any other programs or applications running on your end device apart from the Shareholder Portal connection.