

GUIDELINE VIRTUAL EVENTS

Customer:

Event date (date/time):

Event character (e.g. Annual General Meeting/Annual Meeting/Sales Meeting/Incentive):

Number of participants in attendance:

Room seating:

Food & beverages on site:

Group of persons on site (e.g. Management Board/ Owner/ Employees):

Number of speakers in the venue:

Number of online participants:

Group of persons online (e.g. voting participants/employees/training participants):

Number of external/online :

Specified or regular online tools (e.g. MS-Teams, GoTo-Meeting, Zoom or Webex):

Restrictions of the IT (e.g. prohibited online tools or prohibited streaming webpages):

Contact person in the IT department (if possible):

Type of speech (please mark)

☐ from lectern ☐ from presidium ☐ from auditorium

Functions of the online participants (please mark):

☐ Audio and video (only after external) ☐ Chat ☐ Word contributions

☐ Voting tool ☐ legally binding voting tool

SUBMIT