

Meeting Format Glossary

'Virtual' or 'Virtual-Only' Meeting

A general meeting which is held entirely by means of electronic communication. Shareholders are unable to attend in person but may exercise some or all of their rights in the course of the meeting through the use of electronic communication.

'Hybrid' Meeting

A general meeting at which shareholders may attend and participate in person or by means of electronic communication. Shareholders attending virtually may exercise some or all of their rights in the course of the meeting through the use of electronic communication.

'In-Person' Meeting

A general meeting at which shareholders may only exercise their rights in the course of the meeting if physically present or represented by a proxy.

'In-Person with Virtual Element' Meeting

A general meeting at which shareholders may only exercise their rights in the course of the meeting if physically present or represented by a proxy. Shareholders who are unable to attend or be physically represented may be provided with the opportunity to follow the presentations, debates, and voting process at the meeting through a webcast. However, the formal ability to question the board is generally limited to shareholders who are physically present at the meeting.

'Remote' or 'Closed' Meeting

A general meeting at which shareholders are unable to attend in person or exercise their rights directly in the course of the meeting. Shareholders may be required to submit voting instructions in advance of the meeting, often either through postal or electronic means; or may only give instructions to a single shareholder representative allowed to attend the meeting in person.

Shareholders may be provided with the opportunity to follow the meeting through a webcast and/or the ability to submit questions in advance to be answered by the board in the course of the meeting. In some cases, however, these meetings may be held behind closed doors without transmission or the formal ability for shareholders to ask questions before, during, or after the meeting.

Connect with Glass Lewis

Corporate Website | www.glasslewis.com

Email | info@glasslewis.com

Social |  [@glasslewis](https://twitter.com/glasslewis)  [Glass, Lewis & Co.](https://www.linkedin.com/company/glass-lewis-&-co)

Global Locations

North America

United States

Headquarters
100 Pine Street, Suite 1925
San Francisco, CA 94111
+1 415 678 4110

New York, NY
+1 646 606 2345

2323 Grand Boulevard
Suite 1125
Kansas City, MO 64108
+1 816 945 4525

Asia Pacific

Australia

CGI Glass Lewis
Suite 5.03, Level 5
255 George Street
Sydney NSW 2000
+61 2 9299 9266

Japan

Shinjuku Mitsui Building
11th floor
2-1-1, Nishi-Shinjuku, Shinjuku-ku,
Tokyo 163-0411, Japan

Europe

Ireland

15 Henry Street
Limerick V94 V9T4
+353 61 534 343

United Kingdom

80 Coleman Street
Suite 4.02
London EC2R 5BJ
+44 20 7653 8800

France

Proxinvest
6 Rue d'Uzès
75002 Paris
+33 ()1 45 51 50 43

Germany

IVOX Glass Lewis
Kaiserallee 23a
76133 Karlsruhe
+49 721 35 49622

DISCLAIMER

© 2024 Glass, Lewis & Co., and/or its affiliates. All Rights Reserved.

This document is intended to provide a glossary of terms relevant to virtual, hybrid and other forms of meetings. It is not intended to be exhaustive and does not address all potential voting issues. Moreover, this document should be read and understood in the context of other information Glass Lewis makes available concerning, among other things, its research philosophy, approach, [methodologies](#), sources of information, and [conflict management, avoidance and disclosure policies and procedures](#), which information is incorporated herein by reference. Glass Lewis recommends all clients and any other consumer of this report carefully and periodically evaluate such information, which is available at: <http://www.glasslewis.com>.

None of the information included herein has been set or approved by the U.S. Securities and Exchange Commission or any other regulatory body nor should it be relied upon as investment advice. The content of this document has been developed based on Glass Lewis' experience with proxy voting and corporate governance issues, engagement with clients and issuers, and review of relevant studies and surveys, and has not been tailored to any specific person or entity. Moreover, it is grounded in corporate governance best practices, which often exceed minimum legal requirements. Accordingly, unless specifically noted otherwise, a failure to meet certain guidelines set forth herein should not be understood to mean that the company or individual involved has failed to meet applicable legal requirements.

No representations or warranties express or implied, are made as to the accuracy or completeness of any information included herein. In addition, Glass Lewis shall not be liable for any losses or damages arising from or in connection with the information contained herein or the use, reliance on or inability to use any such information. Glass Lewis expects its subscribers to possess sufficient experience and knowledge to make their own decisions entirely independent of any information contained in this document.

All information contained in this document is protected by law, including but not limited to, copyright law, and none of such information may be copied or otherwise reproduced, repackaged, further transmitted, transferred, disseminated, redistributed or resold, or stored for subsequent use for any such purpose, in whole or in part, in any form or manner or by any means whatsoever, by any person without Glass Lewis' prior written consent.