

Fingo's Annual General Meeting is held remotely using the Zoom program, which can be downloaded to a computer, to a mobile device or accessed via a browser. The meeting link will be sent by email to everyone who have registered by the deadline.

**Check-in time starts at 12:30 p.m. on Tuesday, May 24, 2022.** We strongly recommend remote participants to log in as early as 12:45 so we can make sure the technology works for everyone. Before the meeting we will give instructions on how everyone can test their own microphone and camera.

**Instructions for participation:**

- Make sure your name in Zoom is displayed as "first name + last name". Add also the name of the organization you represent after your own name.
- Always keep your own microphone muted when you are not speaking. This way we can avoid any background noises.
- When you are not speaking, your camera can be turned off.
- If you wish to give a speech you can press the participants button which opens a window with a list of participants and the press a Raise hand button below the list. You can also request a speech in the chat window by entering "speech", "puheenvuoro" or "pv". Chairman will make sure to give everyone a chance to speak. When you start your speech, tell everyone your name and which member organization you represent.
- If you are having technical difficulties or need instructions to be clarified, you can ask for a chance to speak by writing "speech on procedure", "työjärjestyspuheenvuoro" or "tpv". Short speeches like these can be taken past the actual queue.
- The chat window is also used for possible voting.
- **When you are leaving or returning to the meeting, please inform Marjo Martin by SMS, tel. +358 50 317 6694.**

If you have any questions about remote participation, please contact Mika Välitälo, [mika.valitalo@fingo.fi](mailto:mika.valitalo@fingo.fi). He will also help with technical issues if you have problems in logging in.