

Fingo's Annual General Meeting is held remotely using the Teams 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, November 22nd, 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 Teams is displayed as "first name + last name". Add also the name of the organization you are representing 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 or comment on something, you can write "speech", "puheenvuoro" or "pv" to the Teams chat. Chairperson 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 the 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.
- **When you are leaving or returning to the meeting, please inform Sara Levänen by SMS or WhatsApp message, tel. +358 50 317 6716.**

If you have any questions about remote participation, please contact Sara Levänen, sara.levanen@fingo.fi. She will also help with technical issues if you have problems logging in.