

# Online Meeting Guide

## Ovoca Bio plc Annual General Meeting 2023

### Accessing the meeting virtually

Visit <https://web.lumiagm.com/143174732> on your smartphone, tablet or computer.

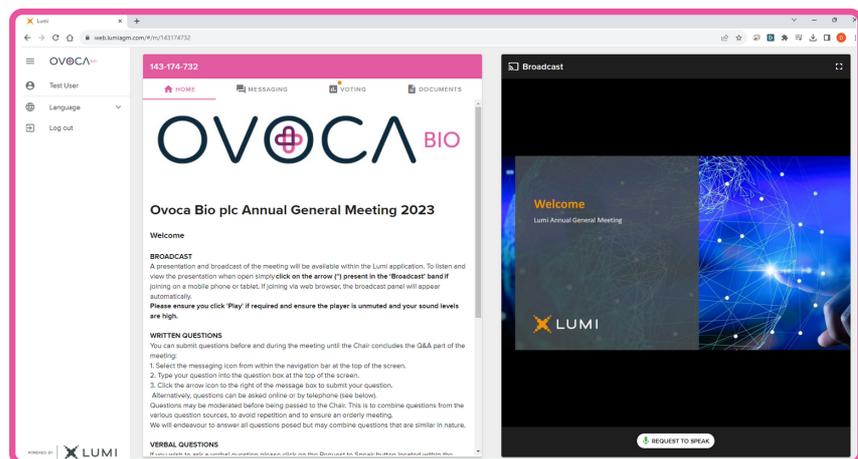
You will then be required to enter your:

- SRN
- PIN

You will need the latest version of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

An active internet connection is required at all times to participate in the meeting.

### Home page and broadcast

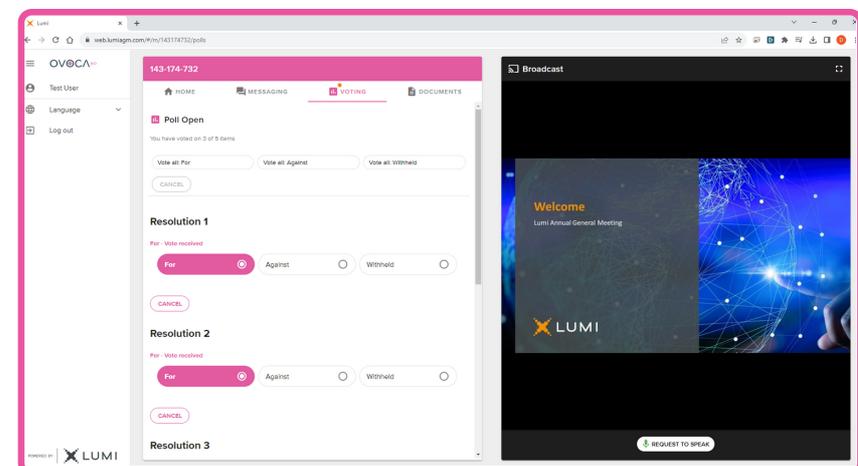


Once logged in, you will be greeted by the home page which contains instructions for using the platform.

The live broadcast of the proceedings will be available on the right-hand side of your device.

Click play on the broadcast, ensure that your device is unmuted and the volume is turned up.

### Voting



Once the Chair has opened voting, the voting tab will automatically appear in the navigation bar. All resolutions will be displayed along with the voting options. Simply click on your desired choice to cast your vote.

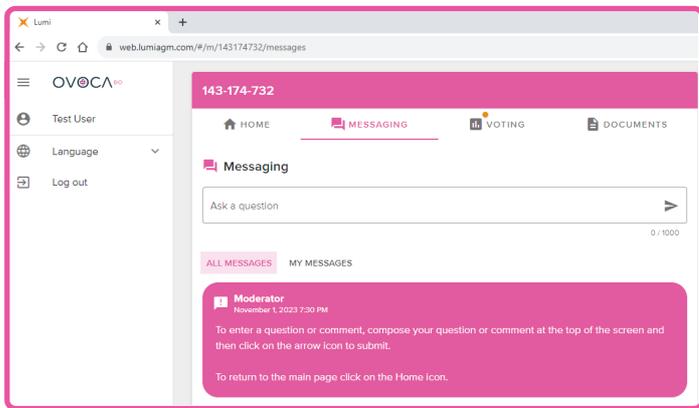
There is no submit button. You may change your vote as many times as you wish until the Chair declares voting closed. To withdraw your vote and have no selection recorded, press cancel.

To cast all your votes in the same direction, use the 'Vote all' button at the top of the screen. You may also split your vote by clicking the split vote button.

# Questions

Written questions can be submitted by selecting the messaging icon from the navigation bar and typing your question into the 'Ask a question' box. Click the arrow icon to submit the question.

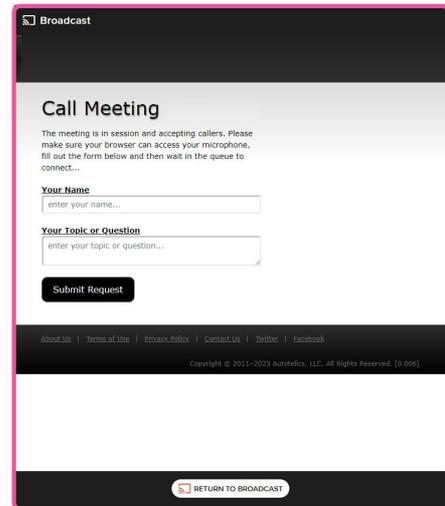
If question categories are enabled, these can be selected from the drop-down menu. Copies of questions you have submitted can be viewed by selecting 'My Messages'.



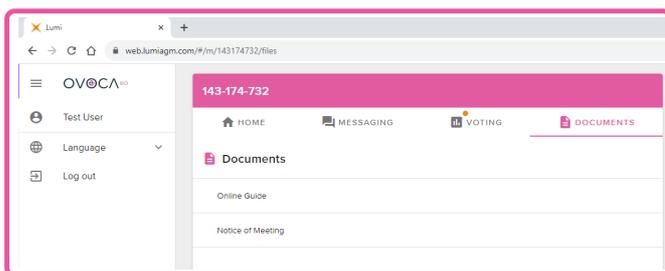
If you'd like to ask your question verbally, press the 'Request to speak' button at the bottom of the broadcast window.

If you are watching the broadcast in full screen mode, this button is found at the top of the window.

Follow the on-screen instructions to join the queue.



# Documents



Meeting documentation can be found within the documents tab in the navigation bar. Documents can be read within the platform or downloaded to your device in pdf format.

## Icon descriptions



**Home tab** - Displays meeting instructions



**Messaging tab** - Submit written questions



**Voting tab** - View and vote on the resolutions. Only visible once the chair opens voting



**Documents tab** - View documents relating to the meeting, if available

# **Duly appointed proxies and corporate representatives**

Please contact the Company's registrar on 0371 384 2649 or +44(0) 121 415 7047 if you are calling from outside the UK for your SRN and PIN. Lines are open 8.30am to 5.30pm Monday to Friday (excluding public holidays in England & Wales).