

2024

**Annual
General Meeting of
RWE Aktiengesellschaft
on 3 May 2024**

**Recommendations for achieving the
best audio & video performance**

RWE

Recommendations for achieving the best audio & video performance

Please note the following hints and tips for connecting via video communication:

Tips for optimal functionality

- 1. Internet access:** Please ensure a stable WLAN connection or connect your end device to your internet access via a LAN cable. The upload/download bandwidth should be stable at at least 5 Mbit/sec; however, it is recommended to use 10 Mbit/sec. If possible, please close all other applications that require bandwidth and computing power.
- 2. VPN connections:** Please note that if you connect via an active VPN connection (virtual private network), the transmission quality of your live performance may be reduced.
- 3. Device:** Please use hardware with landscape orientation and an integrated or wired camera. A headset can be helpful for the audio quality. All common browsers in the latest software version are permitted: e.g. Google Chrome, Microsoft Edge, Mozilla Firefox and Safari.
- 4. Access:** Please note that you must be logged into the online service for shareholders with the access data with which you registered your request to speak. After your name has been called by the chairman of the meeting in preparation for your live appearance, a dialogue box for entering the virtual waiting room will appear in the online service for shareholders. With your confirmation, you can enter the virtual waiting room. This is followed by a check of the technical functionality of your video communication.
- 5. Functionality check:** After you have entered the virtual waiting room, you will be greeted by our technical staff (operator) to check your image and sound quality. Please remain in the virtual waiting room until the operator contacts you.
- 6. Call for your live appearance:** After the successful check of the functionality, you will be connected live to the general meeting as soon as the chairman of the meeting calls you by name. After the chairman has given you the floor, you can begin speaking.

Tips for your live appearance

- 1. Environment:** Make sure the environment is quiet with as little background noise as possible. If possible, place your device on a solid surface and try to avoid jerky movements of the hands, which can lead to shaking.

- 2. Lighting:** Please take into account to illuminate yourself well when speaking (e.g. with a lamp that illuminates the face comfortably bright). Avoid bright light sources in your background or from the side, such as a bright window.
- 3. Camera position:** If possible, place your camera so that you are in the centre of the frame and are looking head-on into the camera. Set the camera to 16:9 landscape orientation.
- 4. Other:** Please mute mobile phones and do not place them directly on your device as this could cause interference. If possible, please close email programmes and messenger services outside the online service on your device to avoid notifications that could distract you from your live performance and be heard in the broadcast.

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