

Instructions for Virtual Annual General Meeting

Dear [Recipient's Name],

We are pleased to invite you to our Virtual Annual General Meeting (AGM) scheduled for [Date] at [Time]. Please find below the instructions to participate:

Meeting Details

- **Date:** [Date]
- **Time:** [Time]
- **Platform:** [Platform Name (e.g., Zoom, Microsoft Teams)]
- **Meeting Link:** [Insert Link]
- **Meeting ID:** [Insert Meeting ID]
- **Password:** [Insert Password]

Pre-Meeting Requirements

1. Please ensure you have a stable internet connection.
2. Download the necessary software/app prior to the meeting.
3. Log in to the meeting 10 minutes early to troubleshoot any issues.

During the Meeting

- Participants will be muted upon entry; please unmute when speaking.
- Use the chat function for questions or comments during the meeting.

If you have any questions or require assistance, please contact us at [Contact Information].

Thank you, and we look forward to your participation!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]