Web Conference
Guidelines for Participants

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Each issuer will be assigned to a day-long virtual meeting room and investors will join certain meetings according to their meeting schedules.

Every registered person will receive a meeting schedule including an access link to the respective web conference room(s) and will be able to join the assigned sessions.

Each session will be hosted and moderated by an Erste employee to ensure everything runs smoothly.

Prerequisites

Each participant needs a computer, laptop, tablet or mobile phone with internet access. Furthermore, microphone, loud speaker or headset. Web cams are voluntary.
Set up your professional video conference background in your home office: Remove any distractions and customize your background before joining the meeting via web cam.
Join a meeting without a Teams account (for further details click **here**)

Access the meeting on your desktop (computer, laptop)

Go to the meeting invite and select **Join Microsoft Teams Meeting.**
That'll open a web page, where you'll see two choices: Download the Windows app and Join on the web instead. Please **join on the web.** You can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting in case you want so. Enter your name according to the naming convention. **Join now.**

Access the meeting on your mobile (tablet, mobile phone)

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Download the MS Teams mobile app from app store for free.
Go to the meeting invite and select **Join Microsoft Teams Meeting.** You will be taken directly to the app and Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you. Next, you'll be given two options for joining your meeting: Join as a guest or Sign in and join. **Choose Join as a guest.** Enter your name according to the naming convention. **Join meeting.**

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Naming convention for your guest name

Please type in: **Company Name: First Name & Last Name** (e.g. Erste Group: Edit Sedon)
All guest participants will be assigned to a waiting room and the meeting host will let you into the virtual meeting room on time.

The meeting host is supposed to open the virtual meeting room in MS Teams 5 minutes before the scheduled 1-on-1 meeting starts. Each meeting is scheduled for 45 minutes. Meeting hosts are supposed to open the meeting (and interrupt in case of reaching the time limit).

## Hosts and guests are able to share their screens:
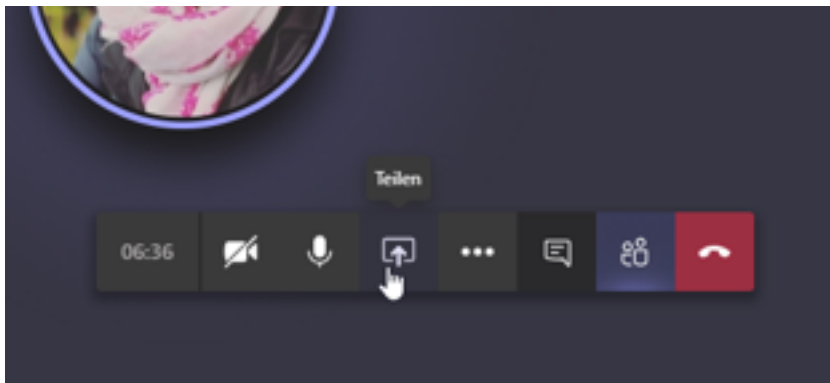
All participants are advised to open their Power Point presentations on their laptops/devices first and share their screen afterwards with the audience. Sharing the presentation in MS Teams directly is not recommended.
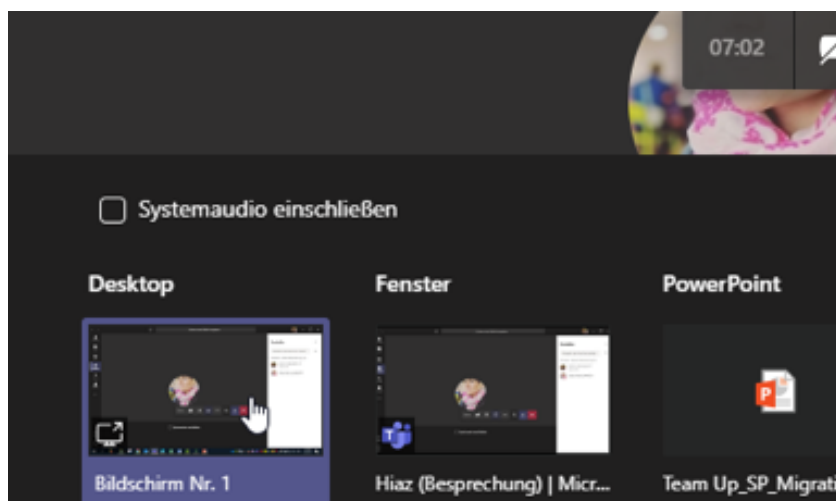
Choose the right screen which shows your presentation and close all other applications (e.g. Outlook). In case you are showing a video (incl. audio) please click on "include audio"

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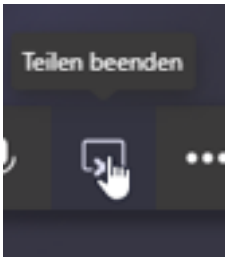
To stop sharing your presentation, click on the symbol for leaving or press the "esc" button on your computer.

General Information:

There will be a common virtual meeting room for breaks and technical questions:

"Erste Group Welcome Desk"

Erste employee mobile phone numbers:

Edit Sedon: +43-664-8386028

Claudia Bzenetzky: +43-664-8181946