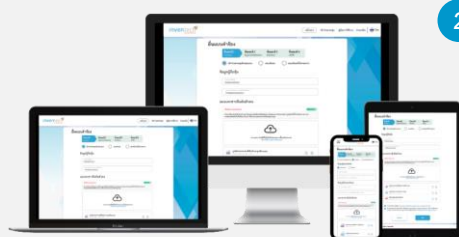# Use of E-Meeting System

Shareholders and proxies wishing to attend the E-meeting by themselves can proceed according to the procedures for submitting a request form to attend the E-Meeting as follows :

Steps for Submitting a Request Form to Attend the E-Meeting

1. Shareholders submit a request form to attend the E-Meeting via Web Browser at
    https://app.inventech.co.th/AOT091524R or scan QR Code [QR] and follow the steps as shown in the picture :

    1 Click the URL or scan QR Code in the invitation letter

    2 Choose request types to proceed with 4 steps :

    Step 1 Fill in the require information

    Step 2 Fill in the information for identity verification

    Step 3 Verify identity via OTP

    Step 4 Upon completion, the system will display information again to verify the accuracy of information

    ** To merge user accounts, use the same email and phone number **

    3 Wait for an email notification on details of meeting and password

2. For shareholders who wish to attend the E-Meeting either via electronic means by themselves or by proxies who are not independent directors, please note that the registration system will be available for submitting request form, proxy forms and relevant documents during 9 – 20 January 2023 at 08:30 – 17:00 hrs. or until E-Meeting is adjourned.

3. The E-Meeting system will be available on 20 January 2023 at 12:00 hrs. (2 hours before the start of the meeting). Shareholders or proxy holders shall use the provided username and password and follow the user manual to access the system.

Appointment of Proxy to AOT Directors

For shareholders who give proxies to AOT's independent directors, please submit proxy form together with supporting documents to AOT by post by 17:00 hrs. of 17 January 2023 to the following address :

Corporate Secretary and Corporate Governance Department

Airports of Thailand Public Company Limited

P.O. Box 3, Don Mueang Sub-Post Office, Bangkok 10211

For technical support, please contact Inventech Call Center

📞 0 2931 9130

LINE@ @inventechconnect

The system will available during 9-20 January 2023 at 08.30 – 17.30 hrs.
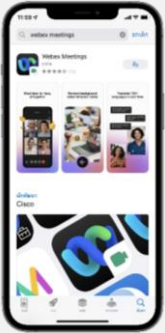
📅 **(Except public holidays)**

Report problems
@inventechconnect

Steps for Installing Webex Meetings

For shareholders using PCs/Laptops, the application is not necessarily installed. For those using Mobile Phones, please follow the steps below :

For IOS Operating System

1. Go to Application App Store
2. Search Webex Meetings
3. Click "GET" to install the application
4. Wait until the download is completed.
5. Once the application is installed, its icon will appear on your smart phone.

For Android Operating System

1. Go to Application Play Store
2. Search Webex Meetings
3. Click "INSTALL" to install the application
4. Wait until the download is completed.
5. Once the application is installed, its icon will appear on your smart phone.

Steps for registration to attend the meeting (e-Register)

1. Click the URL to join the meeting from email approve
2. Get username and password or request OTP to login
3. Click "Register" the votes will be counted as the quorum.
4. Click "Watch Live Streaming"
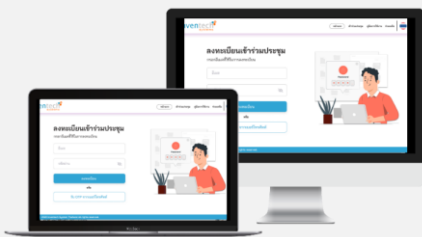
5. Click "Open Webex"

6. Via PCs/Laptops : Please fill in the details to register to watch the live streaming via the Webex Meetings Application as follows
   6.1 Fill in the username and email, the same as those specified in the request form.
   6.2 Click "Next"

7. Click "Join" to watch live streaming.

5. Via Mobile Phones/Tablets : Please fill in the details to register to watch the live streaming via the Webex Meetings Application as follows
   5.1 Fill in the username and email, the same as those specified in the request form.

   5.2 Click "OK"

6. Click on "Allow" to have access to microphone

7. Click "Join" to watch live streaming.

Steps for voting (e-Voting)

Via PCs/Laptops

1. Click "Continue" on the menubar "Multimedia Viewer".
2. Fill in email and password received from your email or request OTP
3. Click "Login"
4. Select a given agenda item
5. Click "Vote"
6. Vote as in accordance with your intention
7. The system will display status of your recent vote
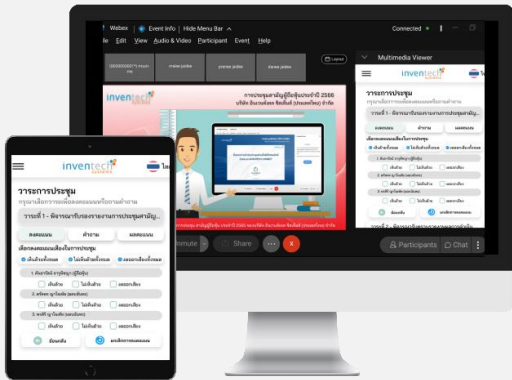
Via Mobile Phones/Tablets

1. Click "Participants" or icon 👤
2. Click the menu "Chat" and choose message from Inventech Connect (Android) or click "Chat" or icon 💬 (iOS)
3. Click "the URL for registration and voting"
4. Click "Continue"
5. Fill in email and password received from your email or request OTP
6. Click "Login"
7. Select a given agenda item
8. Click "Vote"
9. Votes as in accordance with your intention
10. The system will display status of your recent vote

To cancel the recent vote, please click "Cancel vote (This means that your most recent vote will be equal to abstaining, or your vote will be added to the determined votes, shareholders can modify votes until the system is closed for voting

Steps for Asking Questions via Inventech Connect

➤ Select an agenda item

➤ Click "Question"

1 Ask a question

   ➤ Type the question, then click "Send"

2 Ask a question via video

➤ Click "Ask a Question via Video"

➤ Fill in username on Webex

➤ Click "Queue up"

➤ Please wait for your queue until you are allowed to open microphone and camera

Installation Manual for Webex Meetings and Inventech Connect User Manual

User Manual

Inventech Connect

* Note   The operation of the E-Meeting and Inventech Connect systems depends on the internet of shareholder or proxy including devices and/or device programs. Please use devices and/or device programs as the follows to use the systems.

    1. Internet speed requirements

      - High-Definition Video: Internet speed at 2.5 Mbps (Recommended internet speed).

      - High Quality Video: Internet speed at 1.0 Mbps.

      - Standard Quality Video : Internet speed at 0.5 Mbps.

    2. Device requirements.

      - Mobile phones/Tablets that run iOS or Android.

      - PCs/Laptops that run Windows or Mac.

    3. Chrome Browser (Recommended browser) / Safari / Microsoft Edge

** Internet Explorer is not supported by the system.