

Notes and recommendations for connection via video communication

These notes and recommendations are relevant for you if you wish to exercise your right to speak in the virtual Annual General Meeting in accordance with section 130a (5) and (6) of the AktG and are connected live for this purpose.

The minimum technical requirements for a live video link in the virtual shareholders' meeting are an Internet-capable terminal with camera and microphone and a stable Internet connection.

For optimal functionality of video communication, please note the following points and requirements:

1. internet access: The upload/download bandwidth should be stable at 5 Mbit/sec, better 10 Mbit/sec. Please ensure a stable WLAN connection or connect your end device to your Internet access via a LAN cable. If possible, please close all other applications that are bandwidth and computing intensive.

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.

Terminal device: Please use your terminal device with integrated or wired camera in landscape orientation. A headset may be helpful for audio quality. Please use one of the browsers listed below in the latest software version: Google Chrome, Microsoft Edge or Safari and allow access to the camera and microphone on request.

4. access: To register a request to speak, please select the "Virtual Request to Speak" button in the AGM shareholder portal and click on "Next". Follow the menu and please also enter your contact details (e-mail address and telephone number) where we can reach you in the event of technical problems with the connection. Then please click on "Submit request to speak". The registration of your request to speak is now complete.

Please note that you must continue to be logged in to the AGM shareholder portal after registering to speak and as long as you are in the virtual waiting area as well as during your request to speak. Please do not close the browser window of the AGM Shareholders' Portal or the browser window of the livestream and do not log out.

The chairman of the meeting will explain the procedure for requesting to speak and joining the meeting, and announce the call for speakers at the shareholders' meeting. After you have been announced as a speaker, our technical staff (operator) will automatically switch you to the front of the virtual waiting area in your live stream window. Please now allow the use of the camera and microphone at the request of your browser and join the waiting area by clicking on "Start call".

5th Functionality check: After you have entered the virtual waiting area, you will be received by our technical staff (operator) so that we can check the image and sound quality. For this purpose, please activate your image transmission and microphone at this time at the latest and leave both permanently activated.

6. connection: After successful testing of the functionality, you remain in the virtual waiting area and can continue to follow the general meeting. Please note that you will be audible and visible to the operator during this time.

As soon as the chairman of the meeting calls you by name, you will be connected live to the Annual General Meeting. After the chairman of the meeting has given you the floor, you can begin your live appearance. For the duration of your live appearance, your audio and video images will be broadcast in the livestream on the AGM shareholder portal. Please ensure that your audio signal and video image are transmitted for the entire duration of your live appearance.

7. end of your speech: Shortly after your live appearance, the video conference will end. You can continue to follow the Annual General Meeting via the livestream on the AGM shareholder portal.

PAION AG reserves the right to make changes to the procedure and schedule. If there are any changes, they will be explained by the chairman of the meeting at the Annual General Meeting.

Recommendations for your live performance

Environment: Ensure a quiet environment with as little background noise as possible and a neutral background (if necessary, set the "Blur background" background filter). If possible, place your terminal on a solid surface and try to avoid jerky movements of the hands, which can lead to blurring.

2. clothing: Please avoid small-checked tops, as these patterns could create a moiré effect ("flicker") in the camera image.

3. lighting: Please take into account to illuminate yourself well when speaking. Avoid bright light sources in your background or from the side, such as a bright window.

4. audio and image functionality

Please test in advance if the microphone and the camera of your end device are working.

Camera position: If possible, place your camera so that you are in the center of the image and can see into the camera from the front. Set the camera in 16:9 landscape format.

6. miscellaneous: Please mute cell phones and do not place them near the terminal used for video communication. Otherwise, interference may be caused. If possible, please close e-mail programs and messenger services outside the HV Shareholder Portal on the end device to avoid notifications that distract you from your live performance and could be audible in the broadcast.