



Security Papers
LIMITED

REGISTERED/ CORPORATE OFFICE

DETAILED GUIDELINES FOR PARTICIPANTS

Please note that participants can join Corporate Briefing Session (CBS) of Security Papers Limited (SPL) through Zoom software “an online meeting solution”. Before joining a CBS of SPL participants must ensure that they have downloaded on a computer or mobile device, Zoom app from Zoom Download Center. Otherwise, they will be prompted to download and install Zoom when they click a join link.

Decorum of the meeting

- Mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be mindful of background noise.
- Position your camera properly, if you are using a camera.
- Avoid multi-tasking.
- Prepare materials in advance, if any.

Preparing for the meeting

- Download the [Zoom desktop app](#)
- Test your [audio](#) and [video](#)
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging
- Keep your background clear of distractions

Participating in the Meeting

- Use the **Raise Hand** feature to notify the host or current speaker that you wish to speak.
- Unmute your microphone before speaking.
- Introduce yourself to meeting attendees - say your full name, organization name and designation (if you are an analyst) and name only if you are a shareholder / member of SPL.
- Mute your microphone any time you are not actively speaking.
- Avoid noisy activities like typing while your microphone is on.
- Focus on the meeting - avoid multitasking when you can.
- Monitor chat for conversation.
- Make sure you can see the Zoom windows at all times, while the Management is sharing its screen.
- Sit or stand somewhere with a neutral background.



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- If you are using camera then, please ensure your camera is on a steady surface to prevent shaking.
- Turn off your camera if you need to take care of business outside of the meeting. Turn the camera back on when you are present in the meeting again.

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