A hybrid AGM appears uncomplicated. Shareholders in the room, others join online, one meeting. In practice, it's one of the most complex events a Malaysian company can run — part event, part legal proceeding, and part technology operation.

Here's how Kollysphere approaches it.

Start With the Legal Requirements

Before anything else, confirm the requirements under the Companies Act 2016 and any applicable Securities Commission guidelines. What counts as valid attendance? What qualifies as a valid vote? What must be recorded in the minutes?

Have the legal framework confirmed in writing before you design anything. This is experienced team building event planners Malaysia not a step you can revisit later.

Choosing the Right Platform

Not every AGM platform are equal. You need one that supports simultaneous physical and virtual attendance, verified identity, real-time voting, and audit-grade record-keeping.

Test it with your share event management event company event organizer malaysia registrar and your legal team well before the event — never the week of.

Verifying Shareholders

This is where most organisers slip up. You need to confirm that every attendee is genuinely a shareholder and is entitled to vote on the resolutions tabled.

For physical attendees, this can be handled at registration. For remote attendees, you need a verification process that's secure but not so burdensome that people give up.

Dual-Audience Moderation

The chairman is speaking to two rooms at once. Assign a virtual moderator whose only job is managing the online audience. They handle questions, manage the queue, and flag technical issues before they escalate.

Questions from both audiences should appear together on one screen. Otherwise the remote audience feel like a footnote.

Running the Vote

Voting is where hybrid AGMs most often go wrong. You need a system that confirms vote validity, records the vote, and produces an auditable trail.

Run a test vote at the beginning of the meeting — a procedural motion that lets everyone practise before the substantive resolutions.

The Venue Setup

Bandwidth is non-negotiable. Bonded connections, a backup line, and on-site technical crew who know the system. Test everything the day before.

Camera placement should favour the chairman and the panel, not the audience. Audio matters more than video — shareholders need to hear clearly, not see beautifully.

Older Shareholders

Many shareholders are older and less comfortable with technology. Provide a phone-in option. Provide a helpline. Have staff available to walk people through the login process.

If a shareholder can't access the meeting, that's a governance failure — not an IT issue.

The Minutes and Record

Record everything. Attendance, votes, questions asked, answers given, technical issues and how they were resolved. The minutes may be reviewed by regulators, auditors, or courts.

Treat the record as a legal document. Because it is.

Rehearsal Is Not Optional

Kollysphere insists on a full technical rehearsal with the chairman, the company secretary, and the share registrar present — at least two days before. Not a run-through of the agenda. A full simulation including voting.

Every hybrid AGM that has gone badly skipped this step.

Contingency Planning

What if the streaming fails? What if a shareholder can't vote? What if the chairman's audio drops? What if there's a challenge to a vote's validity?

Write the answers down before the event. Brief everyone who needs to know. And have one person whose only job is managing contingencies.