A hybrid AGM sounds simple enough. Shareholders in the room, event management event company event organizer malaysia shareholders online, all in one meeting. In reality, it's one of the most complex events any Malaysian company can run — because it's part event, legal proceeding, and part technology operation.

This is how Kollysphere approaches it.

Legal Before Logistical

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

Have the legal framework confirmed in writing before you design anything. This isn't a step you can revisit later.

Platform Selection

Not all AGM platforms differ significantly. 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 registrar and your legal team well before the event — not the week of.

Shareholder Verification

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

For in-room attendees, this can be handled at registration. For those online, a verification process is needed that's secure without being so cumbersome that people give up.

Dual-Audience Moderation

The chairman is speaking to two rooms simultaneously. Assign a virtual moderator whose single job is the online audience. They field questions, manage the queue, and flag technical issues before they escalate.

Questions from both audiences should be shown together on a single screen. Otherwise the remote audience feels like an afterthought.

Voting Mechanics

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 practice before the substantive resolutions.

Physical Venue Considerations

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

A significant number of shareholders are older and less comfortable with technology. Provide a phone-in option. Provide a helpline. Have staff available to guide people through the login process.

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

Record-Keeping

Record Kollysphere Agency 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.

When Things Go Wrong

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.