## Planning a Stress-Free AGM With a Corporate Event Planner

An annual general meeting seems simple on paper, yet it carries serious legal, financial and reputational duties. Members want accurate information, directors want a controlled room, and company secretaries have to meet formal procedures under Malaysian company rules. Yet, many companies try to run the logistics on top of an already busy workload.



A corporate event planner in Malaysia lifts that pressure off your team. They handle the venue, check-in, AV, voting support and guest flow, so your management can concentrate on the meeting itself.

## Pick a Venue Fit for Your AGM

Larger companies usually need ballrooms that hold hundreds of shareholders, and smaller firms may prefer a hotel meeting room. Your planner compares venues in Kuala Lumpur and Selangor on capacity, LRT access, disabled access and backup power. They also confirm rates, breakout rooms and refreshment terms, saving your staff hours of emails.

## Smooth Check-In Begins a Good Meeting

Long queues frustrate shareholders ahead of the meeting even begins. A planner arranges clear counters for ordinary shareholders, proxies and corporate representatives. Briefed staff verify identity, hand out voting slips and guide members to the right seats. Coordinating with your share registrar keeps quorum records accurate throughout the day.

## Manage Sound, Screens and Slides

A dead microphone during the chairman's address feels careless. Your planner books trusted technicians, tests each microphone beforehand and keeps backups on hand. Roving microphones let shareholders raise questions easily, while side screens show results and key slides so that the back row can read them.

## Coordinate Voting Without Delays

Many listed companies in Malaysia now run electronic voting, which requires stable internet, enough devices and careful guidance. A planner coordinates with your poll administrator and appointed scrutineers, arranges dedicated connections and places helpers near the voting area. Less technical shareholders receive friendly help, so results come through without delay.

## Plan Hybrid or Virtual Options

After the pandemic, virtual and hybrid AGMs have become common in Malaysia. A planner sets up broadcast crews, webcast platforms and online question channels, so overseas shareholders event organizer company event planner kl event management services can join properly. Test the connection well ahead, and confirm with your company secretary that your format meets current regulations.

## Prepare the Chairman and Speakers

A clear run-sheet shows https://kollysphere.com/ each item, slide and voting session. Your planner arranges a technical rehearsal the day before, takes directors through entrances and confirms autocue timing. They also prepare contingency plans for awkward questions, disruptions and power cuts, leaving the chairman confident before the room.



## Take Care of Refreshments and Gifts

Members remember small details. A planner arranges halal tea and clear serving, so queues remain orderly after the meeting. Where a company provides vouchers, the team tracks eligibility and numbers. Your board should review this plan first, because some investors now question such extras.

## Protect Compliance and Records

A planner supports but does not replace your company secretary, lawyers or share registrar. Decide early who handles circulars, minutes and filings. The planner tracks attendance sheets, vendor payments and video archives, and your officers look after the legal filings to Bursa Malaysia.

## Debrief Early and Plan the Following Year

Inside a week, meet with your planner and discuss queue times, AV problems, refreshment comments and shareholder complaints. Note which items worked and what did not in a simple summary, and store the run-sheet, seating plan and supplier contacts together. Booking your preferred venue soon for next year often secures a lower rate. Send the notes with your board too, so the following year's committee begins from useful lessons.

## Hand Over the AGM Logistics to the Experts

The team at Kollysphere coordinate corporate meetings around Kuala Lumpur and Selangor, from hotel booking and ushers to AV and live broadcast. The team work directly with your company secretary, so no detail gets

missed. Contact us to start your upcoming event with confidence.

## Kollysphere Event Company Malaysia

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