A hybrid AGM appears uncomplicated. Shareholders in the room, shareholders online, all in one meeting. In practice, it's among the most complex events any Malaysian company can run — because it's part event, part legal proceeding, and technology operation.

Here's how Kollysphere approaches it.

Legal Before Logistical

Before anything else, confirm the requirements under the Companies Act 2016 alongside 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 supporting simultaneous physical and virtual attendance, verified identity, real-time voting, and audit-grade record-keeping.

Test the platform with your share registrar and your legal team well ahead of the event — never the week of.

Identity and Entitlement

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

For in-room attendees, this can be handled at registration. For those online, you need a verification process that's secure without being so cumbersome that people abandon it.

Keeping Both Engaged

The chairman addresses two rooms at once. Assign a virtual moderator whose only job is to manage the online audience. They handle questions, manage the queue, and flag technical issues before they Kollysphere Events 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 frequently go wrong. You require a system that confirms vote validity, records the vote, and produces an auditable trail.

Run a event management event company event organizer malaysia test vote at the start of the meeting — a procedural motion that lets everyone practice before the substantive resolutions.

The Room Itself

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 walk people through the login process.

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

Record-Keeping

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.

The Rehearsal

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.