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

Here's how Kollysphere approaches it.

Legal Before Logistical

First and foremost, establish the requirements under the Companies Act 2016 and any applicable Securities Commission guidelines. What counts as valid attendance? What counts as a valid vote? What must be recorded in the minutes?

Get the legal framework confirmed in writing before you design anything. This isn't a step you can come back to later.

The Technology Decision

AGM platforms differ significantly. You need one supporting 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.

Verifying Shareholders

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

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

Moderating Two Audiences

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

Questions from both audiences should be shown together on one screen. Otherwise the remote audience feels 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 start of the meeting — a procedural motion that lets everyone practise 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.

Accessibility for Older Shareholders

A significant number of top corporate event coordinator Malaysia shareholders are older and less comfortable with technology. Provide a phone-in option. Provide a helpline. Have staff available event management event company event organizer malaysia 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.

Why You Must Rehearse

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.

Backup Plans

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.