

Aspect's AGM Security Guide

As AGM experts we are often asked about how to increase security measures and presence at an AGM. Below are examples of how we advise our clients:



Registration

Ask Shareholders to bring and show accreditation. A separate desk should be made available for queries so as not to disrupt regular shareholder flow. Have coloured lanyards to distinguish Shareholders with a print insert displaying a letter such as "S" for Shareholder, 'G' for Guest, 'P' for Proxy, 'M' for Media and ensure all working teams are badged onsite.



Auditorium

Remove front three rows of seats to act as barrier to the stage. Place additional security in this area seated facing the audience. Place flower troughs along front of stage to prevent access from the front. Place a camera on the stage from the Board's point of view, for evidential purposes.



Q&A

Additional security at Shareholder Question Points who are licenced to physically remove troublemakers to check shareholder accreditation and verify identity if necessary. Ensure this should be client personnel at each point – someone who can make a first call on the Shareholder and actions to be taken, someone who knows the legalities required in removal situations.



Chairman's script

Scripts should be very specific about who is eligible to ask questions and should state the rules of the Q&A, this may need to be repeated every 30 mins or so.



Board Briefing

Brief the Board on security levels and any potential threats on the day and what may happen in the event of an expulsion from the auditorium. Prepare the Board for any eventuality.



Venue

Have a clear understanding with all Stakeholders what the venue's obligations and procedures are in the situation of a fire alarm. Establish whether the Board can be taken through a different exit and taken to a different muster point to the rest of the audience.



Protest Groups

Agree with the venue where a protest group can be positioned, provide them with a clearly defined space away from the entrance thoroughfare. Arranging for the Chairman or other Board members to meet with the protest group ahead of the AGM to hear their concerns first hand, helps dilute the pressures on the AGM day.