



Personal password for participation:

This password is valid for your personal participation and for the login to the hybrid event system. Please keep it until the General Assembly.

Password for representation:

Please take note of the information on how to use the new password for representation by proxy in this letter.

INVITATION

to the

GENERAL ASSEMBLY OF FULL MEMBERS on 10 and 11 May 2023 in the Westin Grand hotel, Arabellastraße 6, 81925 Munich

Dear member,

After a successful première last year, we would like to invite you once more to a hybrid General Assembly this year so that you can participate either on site or digitally. By offering this modern event format, we want to allow as many members as possible to take part in the General Assembly in a flexible and comfortable manner. We are looking forward to seeing you there and exchanging views on many important topics!

Date for the Assembly of Full Members

| Wednesday, 10 May 2023 | |
|-------------------------------|---|
| From 9.00 am | Access and login to the assemblies of the professional categories of full members |
| 10.00 am | Assemblies of the professional categories of composers, lyricists and publishers |

| Thursday, 11 May 2023 | |
|------------------------------|--|
| From 9.00 am | Access and login to the General Assembly (main part) |
| 10.00 am | General assembly (main part) |

Delegates in office or re-elected at the Assembly of Associate Members may also attend the assemblies of full members.

We are especially pleased to invite you to the traditional **membership party** on Tuesday, 9 May. It takes place from 7.00 pm onwards at the Löwenbräukeller, Nymphenburger Straße 2, 80335 Munich.

Warmest regards

Chairman of the Supervisory Board
Dr. Ralf Weigand

Chairman of the Managing Committee
Dr. Harald Heker



Information on the hybrid Assembly of Full Members

I. Publication of the agenda and the transparency report

The agenda for the General Assembly and the transparency report which needs to be published according to the German Act on Collective Management Organisations will be made available **from 4 April 2023** under the following link: www.gema.de/general-assembly

Members who applied for a hardcopy of the agenda to be posted to them before 31 December 2022, will be sent a printed version of the agenda by post three weeks before the General Assembly.

II. Ways to participate and attendance requirements

Just like last year, you can **participate on site** (in person or via a representative) or **take part digitally** (via live stream, online voting, video messages and written contributions). Please note: to participate via the option of representation by proxy and for digital attendance, you **need to register online beforehand** and prior to the deadlines provided below.

| Ways to participate and attendance requirements | Full members (creators) | Delegates |
|--|-------------------------|-----------|
| 1. Personal attendance during the days of the General Assembly (participation on site) Prior online registration from 5 April to 5 May 2023 encouraged | ✓ | ✓ |
| 2. Participation via representation by proxy (participation on site) Prior online registration from 5 April to 5 May 2023 <u>required</u> | ✓ | |
| 3. Personal digital participation during the days of the General Assembly Prior online registration from 5 April to 5 May 2023 <u>required</u> | ✓ | ✓ |

The **online registration system** will be available to you from **5 April** at <http://www.gema.de/general-assembly/register>.

- If you wish to participate in person, please register yourself by using the **personal password for participation** (see page 1, at the top) and **your membership number** (participation option 1 and 3).

- **NEW** for full members (creators): If you want someone else to take part in your place, please provide your representative with the **password for the representation by proxy** (see page 1, right at the top), **your membership number** and the above mentioned **link** (participation option 2). Such persons can then comfortably **register to participate** and, in the next step, **register as representatives by proxy** in order to take part in the General Assembly.

If you do not know your membership number, please contact us as soon as you receive the invitation at the address below. We kindly ask you and/or the person representing you to treat the passwords strictly confidential!

In addition to the above information, you can also access the following at www.gema.de/general-assembly in the run-up before the General Assembly:

- Further details on ways to participate and on the online registration (see tab “ways to participate”)
- Comprehensive information on all relevant agenda items and on all accompanying events (discussion sessions of the professional category groups, technical tuition for digital participation methods, info breakfasts, membership party etc.)
- Short portraits of the candidates for the election of the Election Committee
- Data protection information

Contact for questions

If you have any questions on organisational or technical aspects relating to the General Assembly, please contact us by email at our central address mitgliederversammlung@gema.de. You can call us Mondays to Thursdays from 9.00 am to 5.00 pm and on Fridays from 9.00 am to 4.00 pm; please dial 030 31879371.