

Annual Meeting Planning

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Planning and executing your Annual Meeting event requires advance work and attention to detail.

To assist you, we've compiled the below Proxy Guide and associated comments that include a list of the questions we're most frequently asked along with some specific instructions for communicating and delivering material to us.

Corporate Issuer Services 2017 Proxy Guide – [Download PDF version](#)

At Mediant we believe the annual meeting can be a powerful way for engaging shareholders. From the design of your printed proxy statement to the hosting of digital documents and voting sites, our focus is to ensure your branding and messaging are effectively communicated to investors. We firmly believe new forms of digital communications will attract retail investors and get them engaged. This guide shows you how.

NOBO Authorization – [Download](#)

View and download Mediant's Non-Objecting Beneficial Owners Authorization Form.

Mediant Fee Schedule – [Download](#)

View and download Mediant's Beneficial-Account Fulfillment Fee Schedule.

Mediant Sample Invoice – [Download](#)

View and download a Mediant Beneficial-Account Fulfillment sample invoice.

Delivery Guidelines – [Download](#)

Timely, accurate deliveries help Mediant ensure your proxy material is delivered correctly to beneficial shareholders. Please follow these material delivery guidelines.

Legal Proxy Sample – [Download](#)

See this page for a legal proxy sample.

Proxy Campaign Setup Instructions – [Download](#)

It's easy to set up your upcoming proxy event with Mediant. Simply download, complete, and email this form to documents@mediantonline.com and we'll take it from there.

Contact Us

Please feel free to contact us with any of your needs.

Event set-up inquiries, review your VIF, send electronic versions of your proxy material
documents@mediantonline.com

Obtain a tabulation report or for questions about tabulation services
tabulations@mediantonline.com

Billing or invoice questions
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