



## 2020 ANNUAL STOCKHOLDER MEETING

### MEETING GUIDELINES

Welcome to the 2020 Annual Meeting of Stockholders of VMware, Inc. The following procedures have been established in order to ensure an orderly Annual Meeting:

1. The meeting will be a virtual meeting. If you would like to attend, beginning at 8:15 a.m. Pacific time on July 15, 2020, please go to [www.virtualshareholdermeeting.com/VMW2020](http://www.virtualshareholdermeeting.com/VMW2020). Stockholders as of the record date (May 18, 2020) may log in by entering the 16-digit control number sent to them previously. The meeting will begin at 8:30 a.m. Pacific time. The meeting will be webcast on the VMware Investor Relations website at <http://ir.vmware.com>, and a recording of the webcast will be available at that site for approximately 60 days following the meeting.
2. The meeting will be conducted as set forth in the Agenda. The CEO will preside at the meeting and make determinations with respect to the conduct of the meeting consistent with these procedures and principles of fairness.
3. The proposals to be considered at the meeting will be presented in the order in which they appear in VMware's proxy statement. In accordance with VMware's Bylaws, no other items of business may be introduced or considered at the meeting.
4. While stockholders are encouraged to vote in advance of the meeting, they may also vote or change their prior votes via the website (once properly logged in) during the virtual meeting until the polls are announced as closed. No further voting will be permitted after the polls are closed. Opening of the polls for voting during the meeting will be announced at the start of the of the Annual Meeting.
5. As the proposals that are the subject of this Annual Meeting come up for discussion, the CEO will ask if there are any questions relevant to the proposals, and thirty minutes have been reserved for stockholders' general questions following the formal portion of the meeting. Only stockholders of record will be able to submit questions online in the designated field on the virtual meeting web portal. Out of consideration for others, please limit yourself to one question. Questions asked during the formal portion of the meeting should be relevant to the proposals being voted upon. Questions will be answered at the discretion of the CEO, based on determinations of relevancy or appropriateness. When submitting a question via the web portal, please identify yourself by your name and organization.