2023 ANNUAL STOCKHOLDER MEETING

MEETING GUIDELINES

Welcome to the 2023 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 13, 2023, please go to www.virtualshareholdermeeting.com/VMW2023. Stockholders as of the record date (May 15, 2023) 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 General Counsel 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 Annual Meeting.

5. As the proposals that are the subject of this Annual Meeting come up for discussion, the General Counsel 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 General Counsel and CEO, based on determinations of relevancy or appropriateness. When submitting a question via the web portal, please identify yourself by your name and organization, if any.

6. The pending acquisition of VMware by Broadcom Inc. (“Broadcom”) is not the focus of this Annual Meeting. Given the public information already made available by each of VMware and Broadcom and the pending status of the regulatory approval efforts related to the acquisition, VMware does not expect to have additional new information to share during the Annual Meeting. As a result, questions answered on this topic during the Annual Meeting are likely to be limited.