



AIBA Virtual Congress 2020 Technology Guide

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Introduction



Introduction - Virtual Congress



- The virtual congress will be held virtually on Saturday 12 December and on Sunday 13 December 2020. Both meetings will start at 12:00 pm until 17:00 pm (CET).
- The virtual congress 2020 video-conference will be hosted via **Zoom**.
- All voting at the virtual Congress will be conducted on an anonymous basis via the **LUMI** voting system.
- The Virtual Congress will be in English. There will be simultaneous interpretation provided during the meetings in 4 AIBA official languages: Russian, French, Spanish and Arabic.





Introduction – Zoom



- Zoom is a secure webcast platform widely used by international organisations, which makes large-scale video conferencing easy
- You will be able to ask questions during the meeting, you should utilize a raised hand system or the chat window where appropriate.
- Instructions for joining a call will be sent out to participants **one week ahead of the Congress.**
- If you have not used the Zoom app before you may wish to familiarize yourself with it by running a [test meeting](#), or by reading Zoom's [getting started guides](#).



Introduction – Lumi voting



- [Lumi](#) is a secure and independent remote electronic voting system widely used by international sport organisations, including the IOC.
- During the voting, a public notary will monitor the Lumi voting technical procedures and audit the voting results from the Lumi office in the United Kingdom.
- Lumi will provide voting training and practice sessions prior to the Virtual Congress on **Thursday 10th December at 12pm CET.**

Registration & Confirmation



Registration & Confirmation Email



- All approved eligible delegates (voting and non-voting) will receive a Zoom invitation details by email at least one week prior to the Congress
- Following the Zoom invitation, you will have to register by adding your first name, last name and confirm your email. Then, your Zoom registration will be validated by AIBA and you will receive a confirmation email. The confirmation email will include your link to access the Virtual AIBA Congress
- The link is unique to you and can only be used by you. If another person uses the link before you do, you will be unable to access the meeting.
- Please keep this email handy or add the meeting to your calendar. You should receive a reminder notification email which will include your link 30 minutes before the meeting starts
- If you do not receive the emails, please check your junk mailbox, or contact congress@aiba.org



Lumi Login Credentials



- The approved eligible Voting Delegates will receive a separate email from Lumi **on Monday 7th December** to the Virtual Congress, which will include your login credentials for the Lumi voting system.
- Please keep your login credentials safe, only to yourself.
- The credentials for the Voting Delegates will be valid for the Roll Call and all voting proceedings.



How to join the meeting



Things you will need



A computer (no phones or tablets)



A good and reliable internet connection is **VERY IMPORTANT**
(connection via internet cable is preferable)



Microphone, speakers and camera (if not built into your computer already)



Make sure your computer has installed the latest version of Chrome web browser



Access to Zoom Video conferencing

How to join the meeting

We kindly request you to join the meeting 10-15 minutes in advance.

- 1.** Use Chrome browser to open the link from the confirmation email by either:
 - Clicking on Zoom's link if Chrome is your computer's default browser, or
 - Right click Zoom meeting's link, and select "copy link", open Chrome and then paste the link
- 2.** You will be automatically directed to the meeting webpage, then click "Click Open Zoom Meetings " button.

How to ask questions

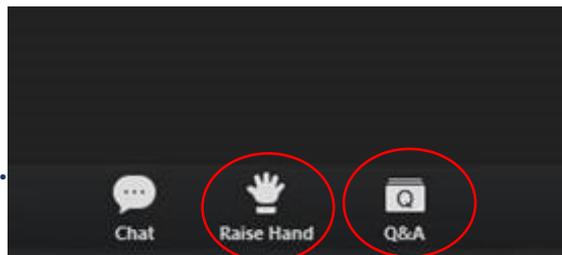


How to ask questions

If you have a question or wish to make a comment:

- ✓ use 'Raise Hand', or
- ✓ 'Q&A'

At the bottom of your screen.



With the 'Raise Hand' option we will switch your video on and unmute you. **IMPORTANT** – when your video is switched on, there will be a 5-10s interruption - this is normal – you will then be reconnected to the webinar

Roll Call

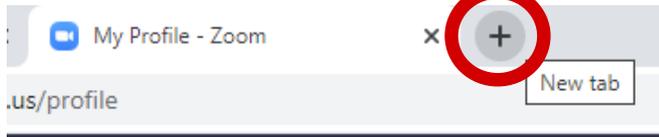


Roll Call



The Roll Call will be conducted via the Lumi voting platform. At the beginning of the Virtual Congress, the eligible **Voting Delegates** will be asked to log in to the Lumi system.

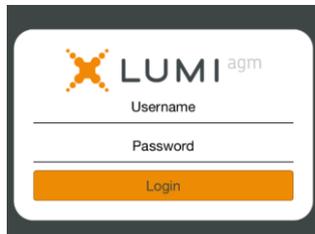
1. On the top of the Chrome browser, click “+” to add a new tab.



2. In the new tab, go to web.lumiagm.com



3. Use your Lumi login credentials to log in to the Lumi system.



4. Once you have logged in to the Lumi system, your NF will be automatically recorded as “present” at the AIBA Virtual Congress.

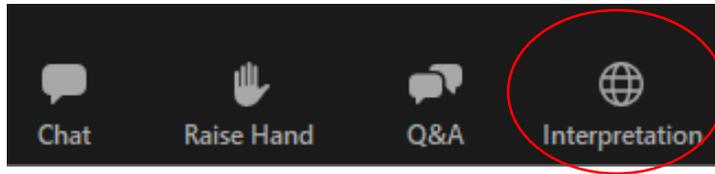


Simultaneous Interpretation

Interpretation

To use this functionality during the Congress, in the Zoom webinar :

1. Click on the Interpretation option at the bottom of the screen.



1. Then choose English, French, Spanish, Russian or Arabic.



We recommend that you **do not use the option 'Mute Original Audio'**

Voting (For eligible Voting Delegates only)



Important notes



- Once the Roll Call is finished, the **eligible Voting Delegates should not close the Lumi tab.** You can click on the Zoom tab to return to the meeting
- Before the voting starts, all **eligible Voting Delegates will be asked to click on the Lumi tab.** Simply minimise the Zoom Webinar (you may have to click Escape – Esc) and then click on the voting portal within your web browser. You will still be able to hear the meeting. If you have closed the Lumi tab, please log in again using the same process as for the Roll Call.
- Each voting procedure will be given 1 minute for you to cast your vote, except for the presidential election you will have 3 minutes.
- The public notary will announce when the voting starts; when there are 20 seconds remaining; and when the voting closes.
- The voting results will be announced by the public notary and shown on the screen after each vote.



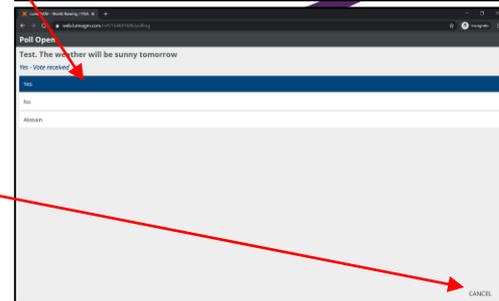
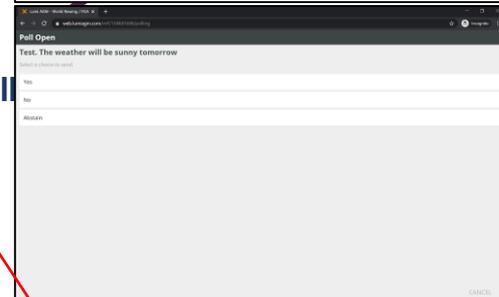
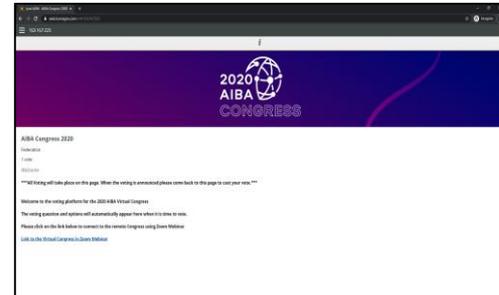
Voting

1. Once logged in to the Lumi system, you will see this welcome page

1. The vote will automatically appear when opened. Here you will see the voting question and voting options

1. Select one of the options. Once you have clicked on the button, **it will be highlighted in blue, which means your vote has been received.**

1. Within the voting time limit, you will be able to change your vote by clicking "Cancel" and then selecting your option again.



Voting Training & Practice Sessions



- **On Monday 7th December**, the eligible Voting Delegates will receive an email from Lumi, which will include your Lumi login credentials and information of the training and practice sessions.
- Your Lumi login credentials will be the same for both the training sessions and the Congress.
- The training and practice session will be on **Thursday 10th December at 12pm CET**
- We encourage you to participate in the training and practice sessions to become familiar with both the video-conference and voting systems.



Troubleshooting & Support



Troubleshooting & Support



- Please use Chrome browser to access the meeting to avoid potential technical problems.
- If the image “freezes” during the meeting, please refresh your webpage.
- If you are disconnected from the Zoom webinar :
 - ✓ Wait a moment you may be reconnected automatically
 - ✓ Switch to the Lumi Voting Portal tab and click on the Zoom webinar link at the bottom of the information page
 - ✓ The Zoom application window will then pop up and you will be required to enter login details
 - ✓ Please do not hesitate to contact us at congress@aiba.org



2020
AIBA
CONGRESS



**We look forward to meeting
you virtually!**

A white mouse cursor arrow is positioned in the lower right area of the image, pointing towards the text. The background of the slide is dark blue with several decorative, flowing lines in shades of purple and blue.