



ASOIF Virtual General Assembly 2020 Technology Guide

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Introduction

Introduction – Virtual General Assembly



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- ▶ The 44th ASOIF General Assembly (GA) will be held virtually on Monday 9 November 2020. The meeting will start at 10:00 am (CET).
- ▶ The Virtual GA's video-conference will be hosted via BlueJeans Events.
- ▶ All voting at the Virtual GA will be conducted on an anonymous basis via the Lumi voting system.
- ▶ The Virtual GA will be in English. Due to technical limitations, French interpretation will not be provided during the meeting.
- ▶ The Virtual GA will be livestreamed on [YouTube](#), observers and media will be able to watch the meeting live.

Introduction – BlueJeans Events



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BlueJeans

- ▶ BlueJeans Events is a secure webcast platform widely used by international sport organisations, including the IOC.
- ▶ During the meeting, you will be able to see the ASOIF President, Executive Director and Facilitator. Unlike in a Zoom or Teams video call, they will not be able to see you on screen, nor will you be able to see other delegates in the meeting.
- ▶ You will be able to ask questions by video call during the meeting.

Introduction – Lumi Voting

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- ▶ 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 United Kingdom.
- ▶ Lumi will provide voting training and practice sessions prior to the Virtual GA.



Registration & Confirmation

Registration



- ▶ Each ASOIF Full Member and Associate Member can register **up to three (3) delegates**.
- ▶ Each **Full Member** needs to appoint **one (1) of those as the Voting Delegate**. We ask you to confirm the Voting Delegate internally within your IF before registering for the Virtual GA.
- ▶ [Please click here to register](#) **no later than 17:00 (CET), Monday 26 October 2020**.
- ▶ During the registration, the **Voting Delegate** must select **“Yes”** in the relevant checkbox question, other delegates must select **“No”**. Associate Members must select the third option.
- ▶ If a Full Member needs to change the Voting Delegate, please contact ga@asoif.com **no later than one hour before the meeting starts**.



The screenshot shows the registration page for the 44th ASOIF General Assembly. At the top, it says '44th ASOIF General Assembly' with the date 'Nov 9, 2020' and time '10:00 AM Central European Summer Time'. There is a 'LESS INFO' link. Below this is a 'REGISTER NOW' button. The form fields include 'First Name*', 'Last Name*', 'Email*', and 'International Federation *' with a dropdown menu. A question asks 'Are you the Voting Delegate? (If you are representing a Full Member IF, please confirm ONE Voting Delegate internally in your IF before registration) *' with three options: 'Yes', 'No', and 'Associate Member please select this option'. A note indicates '* Mandatory'. At the bottom, there is a blue 'REGISTER' button, a link for 'ALREADY REGISTERED?', and a footer statement: 'By continuing, I confirm that I have read and understand the [Privacy Policy](#) and [Terms of Service](#)'.

Confirmation Email



- ▶ Once registered, you will receive an email stating that your registration is **pending**.
- ▶ Once your registration is validated by the ASOIF Secretariat, you will receive a confirmation email stating that your registration has been **approved**.
- ▶ The confirmation email will include your link to access the Virtual GA, shown as **“Join Event”** (blue button).
- ▶ 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 will receive another 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 ga@asoif.com

44th ASOIF General Assembly

09 November, Monday @ 10:00 AM CET

EVENT DETAILS :

ASOIF Virtual General Assembly 2020

Join Event

(This join link is unique to you only, please do not share with anyone.)

Lumi Login Credentials



- ▶ After the confirmation, the Full Member Voting Delegates and one of each Associate Member's registered delegates will receive a separate email from Lumi one week prior to the Virtual GA, which will include your login credentials for the Lumi voting system.
- ▶ Please keep your login credentials safe, only to yourself.
- ▶ The credentials for the **Associate Member delegates will only be valid for the Roll Call.**
- ▶ The credentials for the **Full Member Voting Delegates will be valid for the Roll Call and all voting proceedings.**



How to join the meeting

Things you will need

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A computer (smartphones and tablets are not recommended)



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



Make sure you have a good internet connection (connection via internet cable is preferable)



Make sure your computer has installed the latest version of Chrome web browser. Chrome is the only browser that is compatible with both BlueJeans Events and Lumi voting system.

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 **Join Event** if Chrome is your computer's default browser, or
 - Right click **Join Event**, and select "copy link", open Chrome and then paste the link
2. You will be automatically directed to the meeting webpage, then click the "Join" button.
3. If you see the welcome page and hear the welcome music, it means you have successfully accessed the Virtual GA.

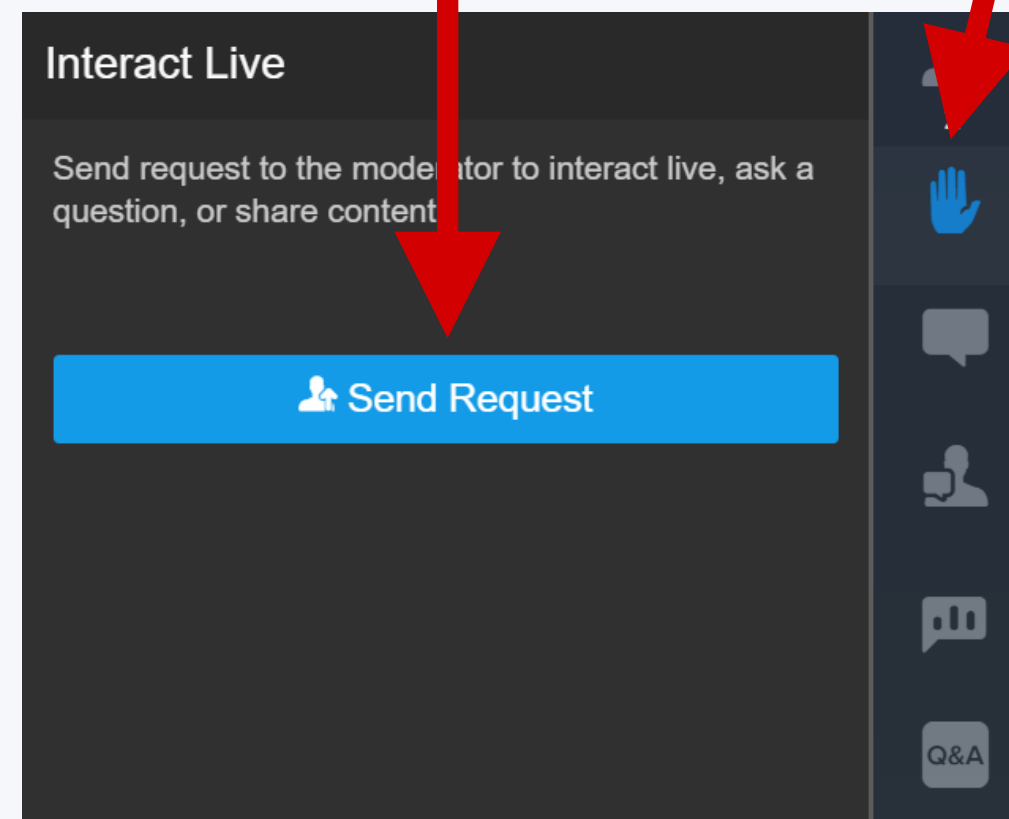


How to ask questions

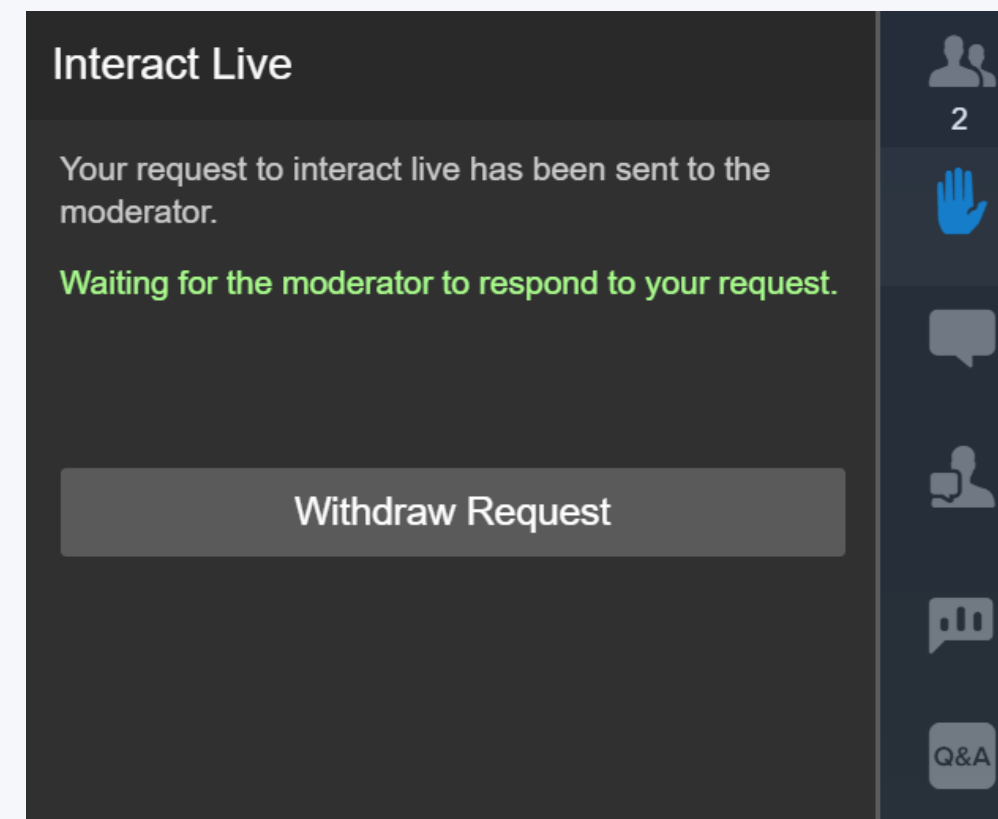
How to ask questions

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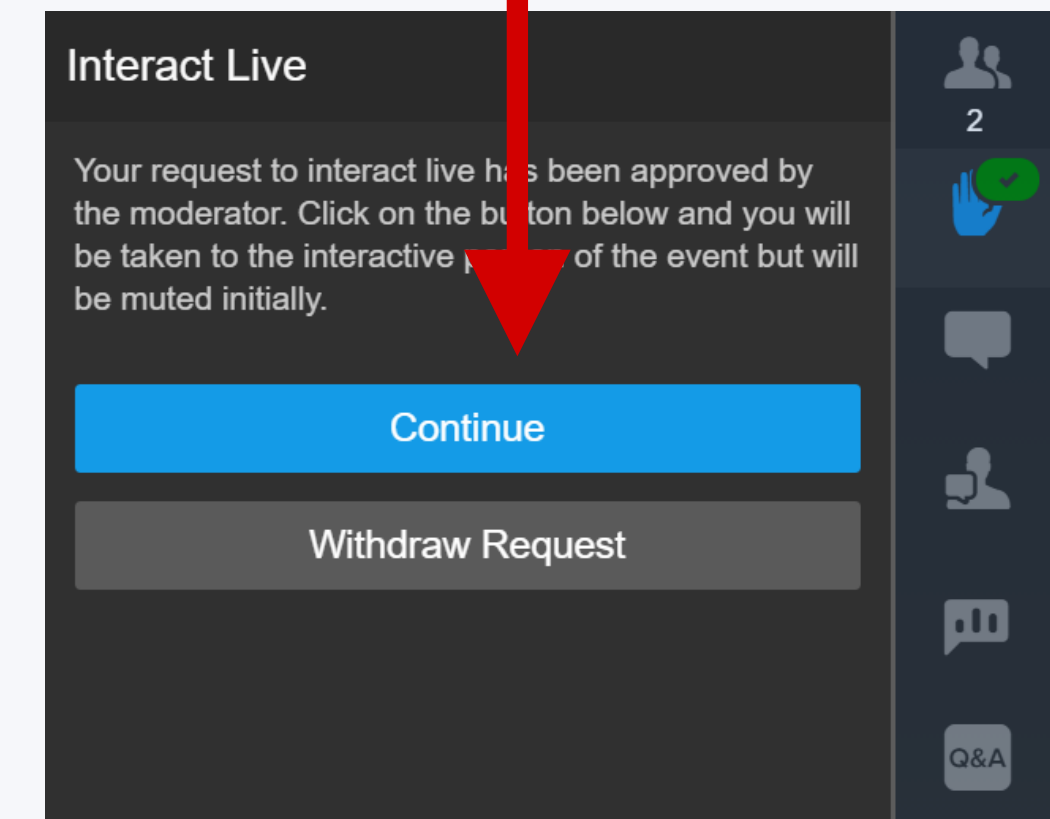
1. On the right side of the screen, click the **“Raise Hand”** button, and then click **“Send Request”**.



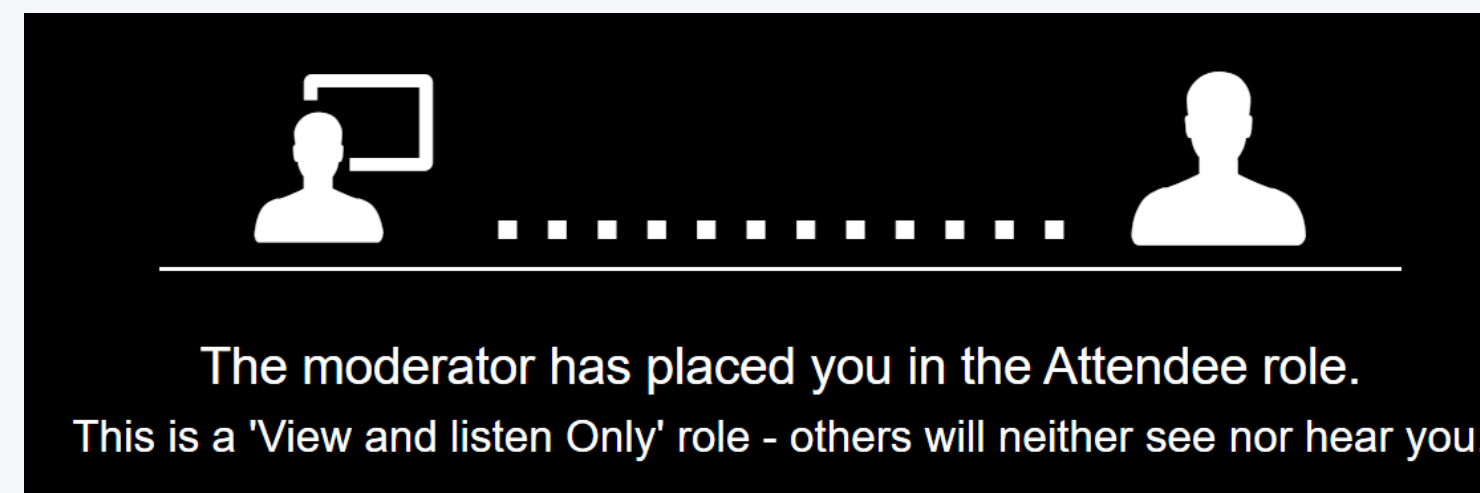
2. Wait for the moderator to approve your request. You will also be able to withdraw the request.



3. Once approved, click **“Continue”**, then you will be connected via video call.



4. Once finished, the moderator will disconnect your video call.





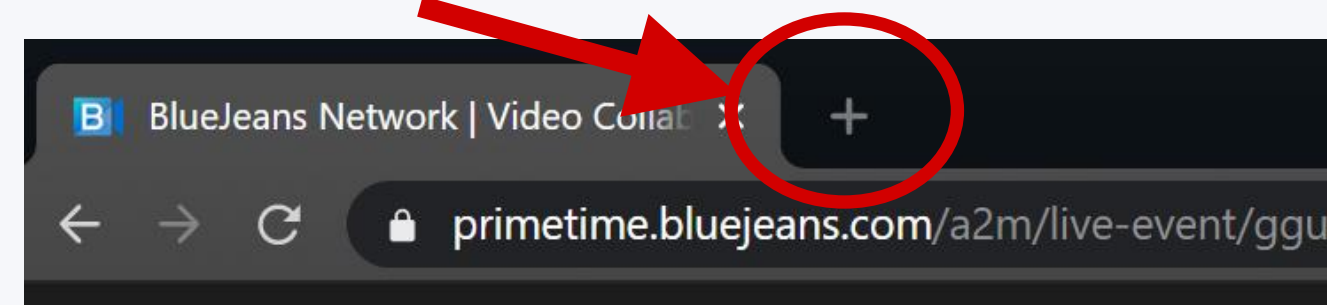
Roll Call

Roll Call

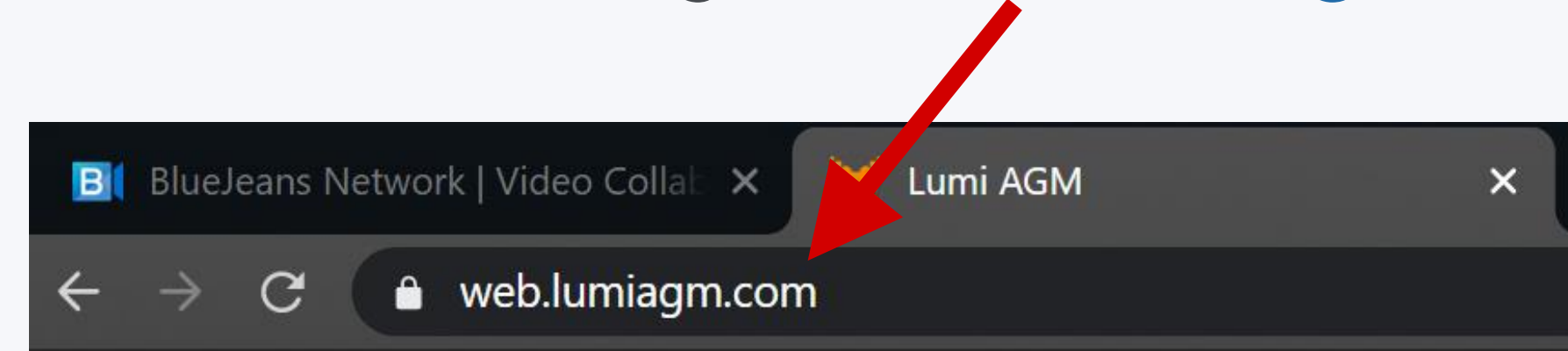
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The Roll Call will be conducted via the Lumi voting platform. In the beginning of the Virtual GA, the **Full Member Voting Delegates and Associate Member delegates** will be asked to log in to the Lumi system.

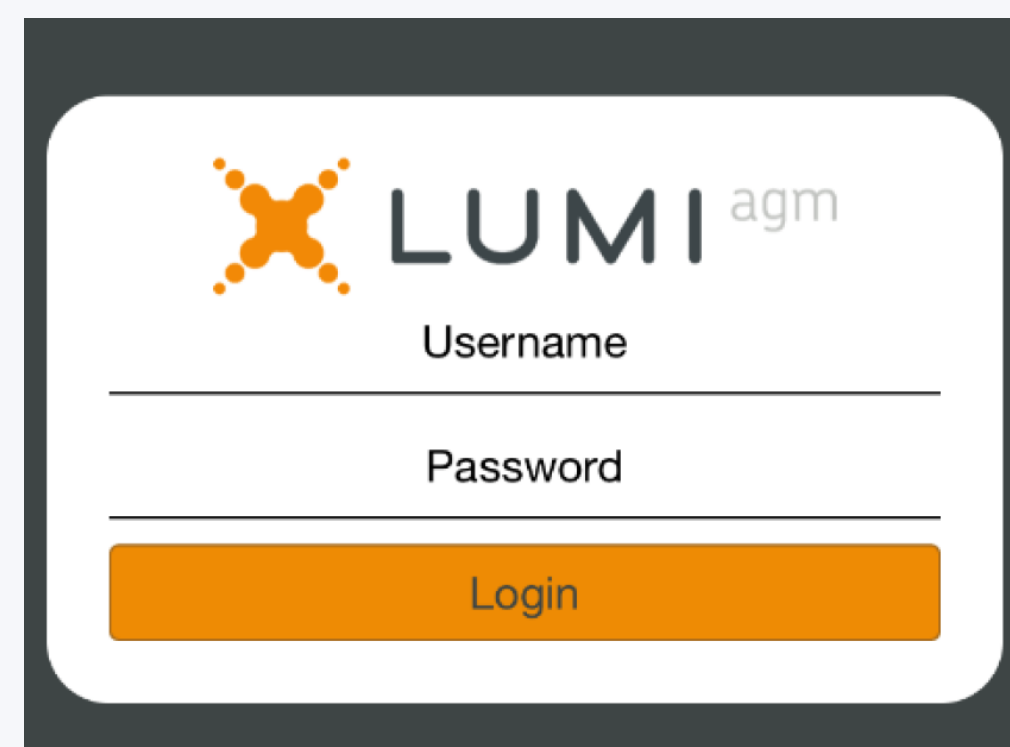
1. On the top of the Chrome browser, click **“+” to add a new tab.**



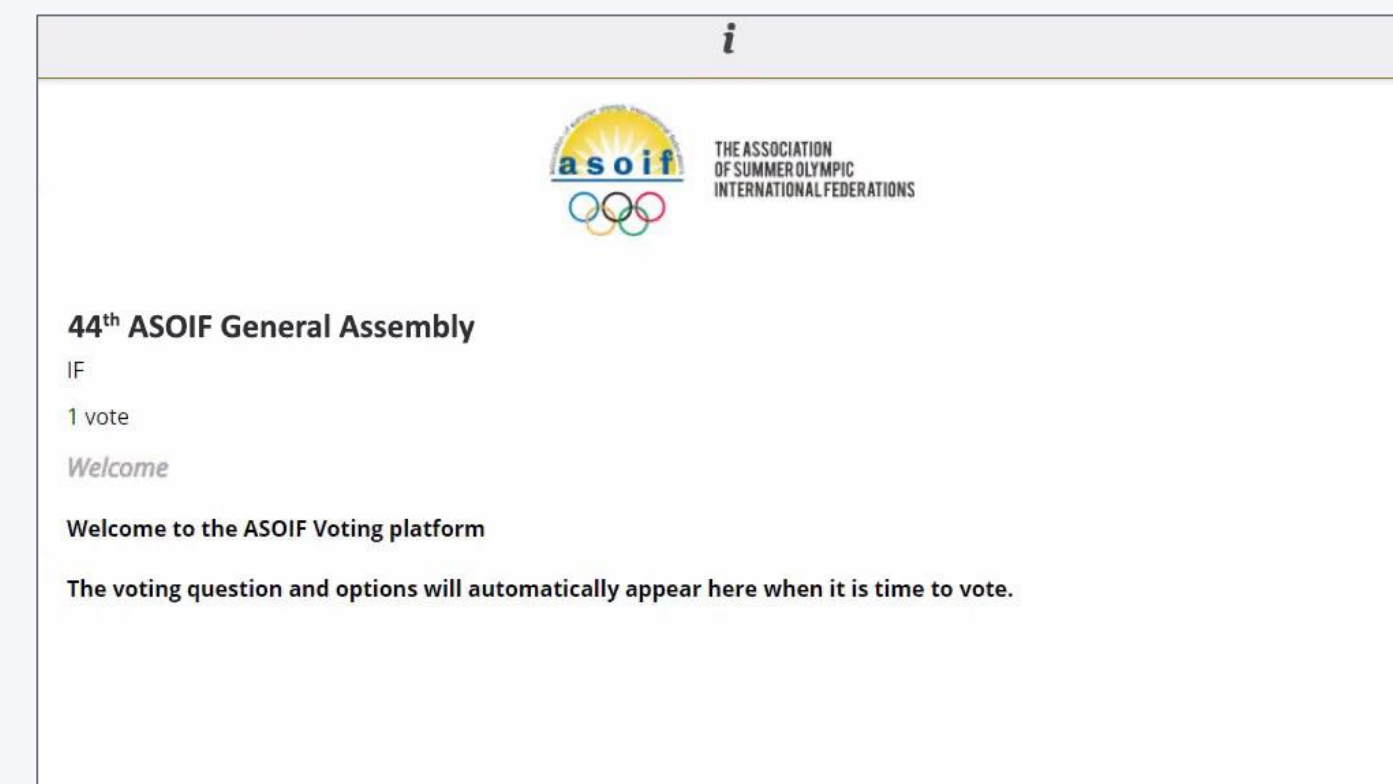
2. In the new tab, go to web.lumiagm.com



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

A screenshot of the Lumi login interface. It features the 'LUMI agm' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. At the bottom is an orange 'Login' button.

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





Voting

(For Full Member Voting Delegates)

Important Notes



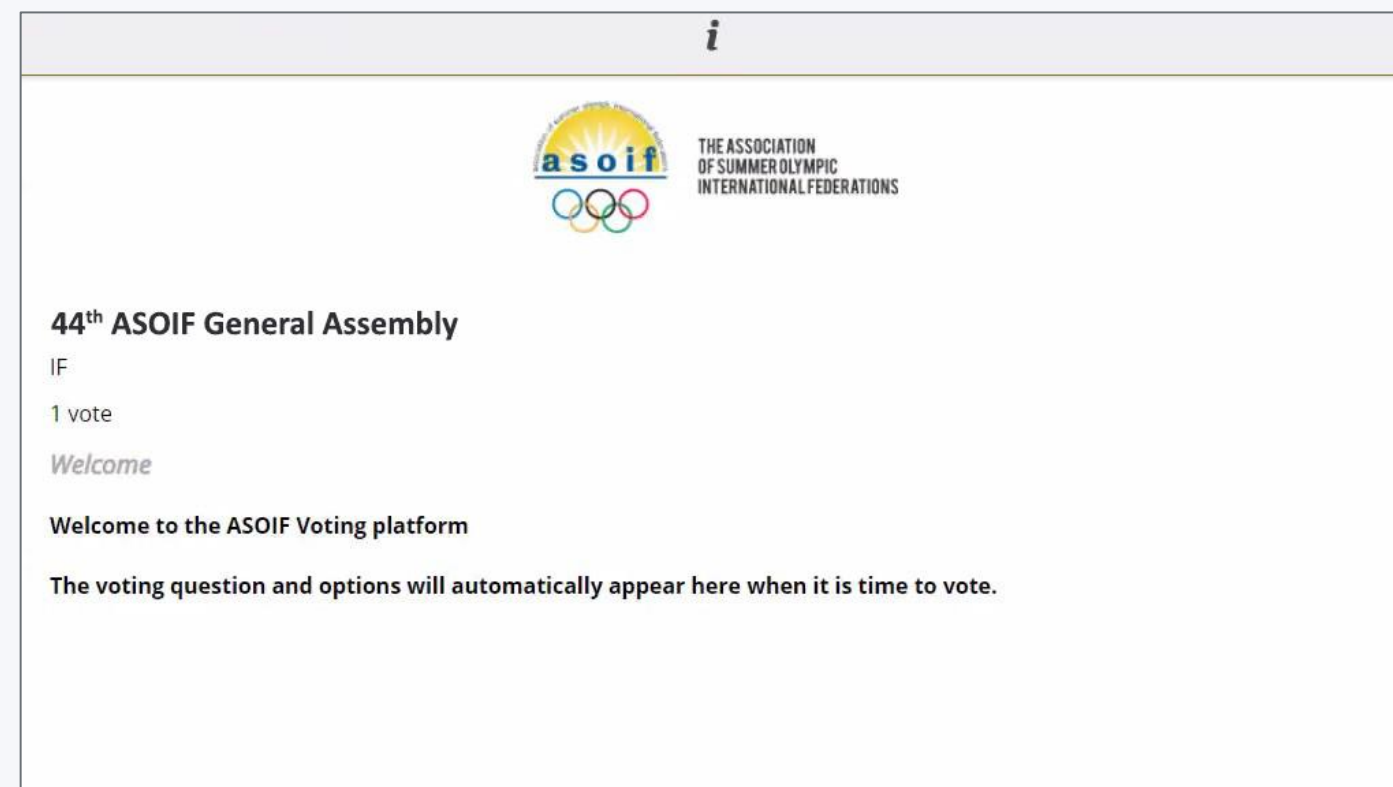
- ▶ Once the Roll Call is finished, the **Full Member Voting Delegates should not close the Lumi tab**. You can click on the BlueJeans tab to return to the meeting.
- ▶ Before the voting starts, all **Full Member Voting Delegates will be asked to click on the Lumi tab**. If you have closed the Lumi tab, please log in again using the same process as for the Roll Call.
- ▶ Each voting procedure will be given one minute for you to cast your vote.
- ▶ 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

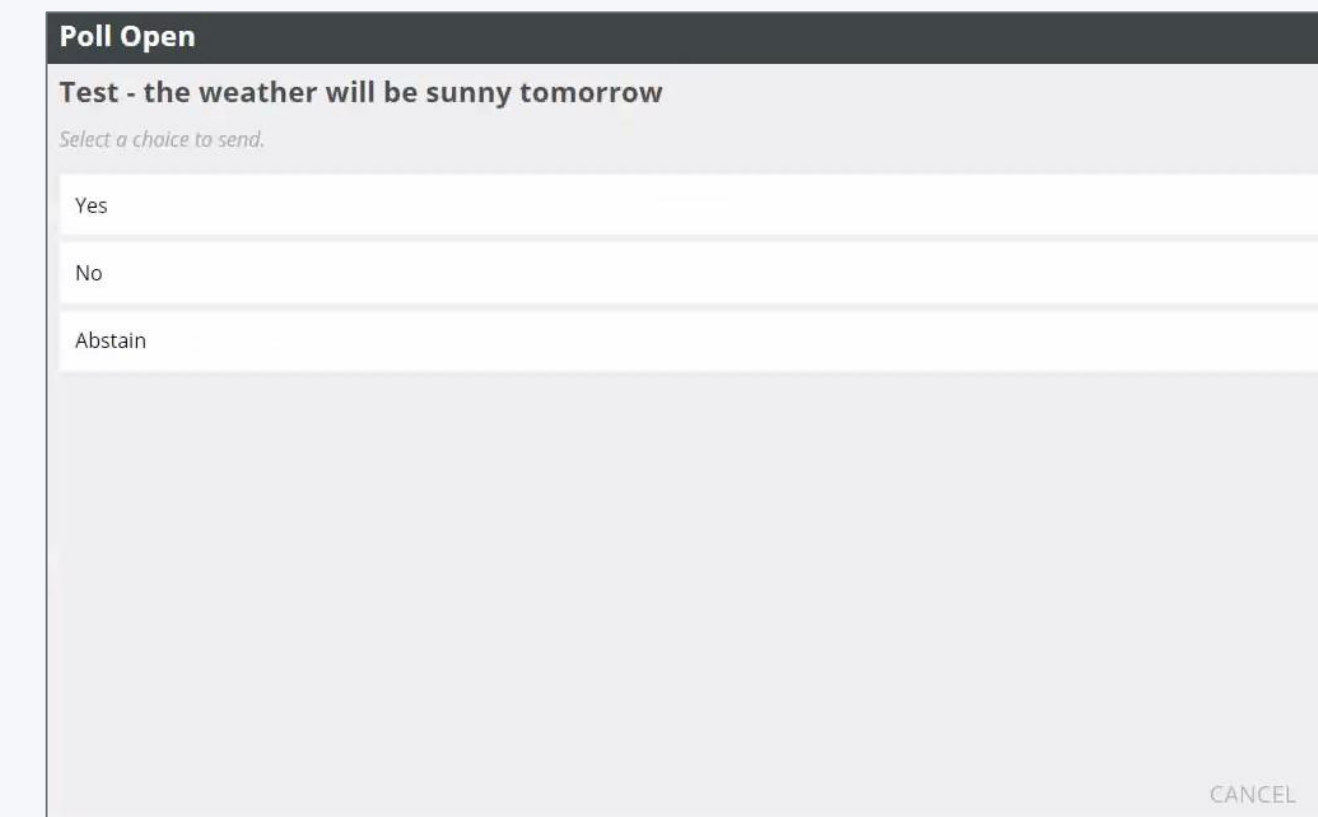


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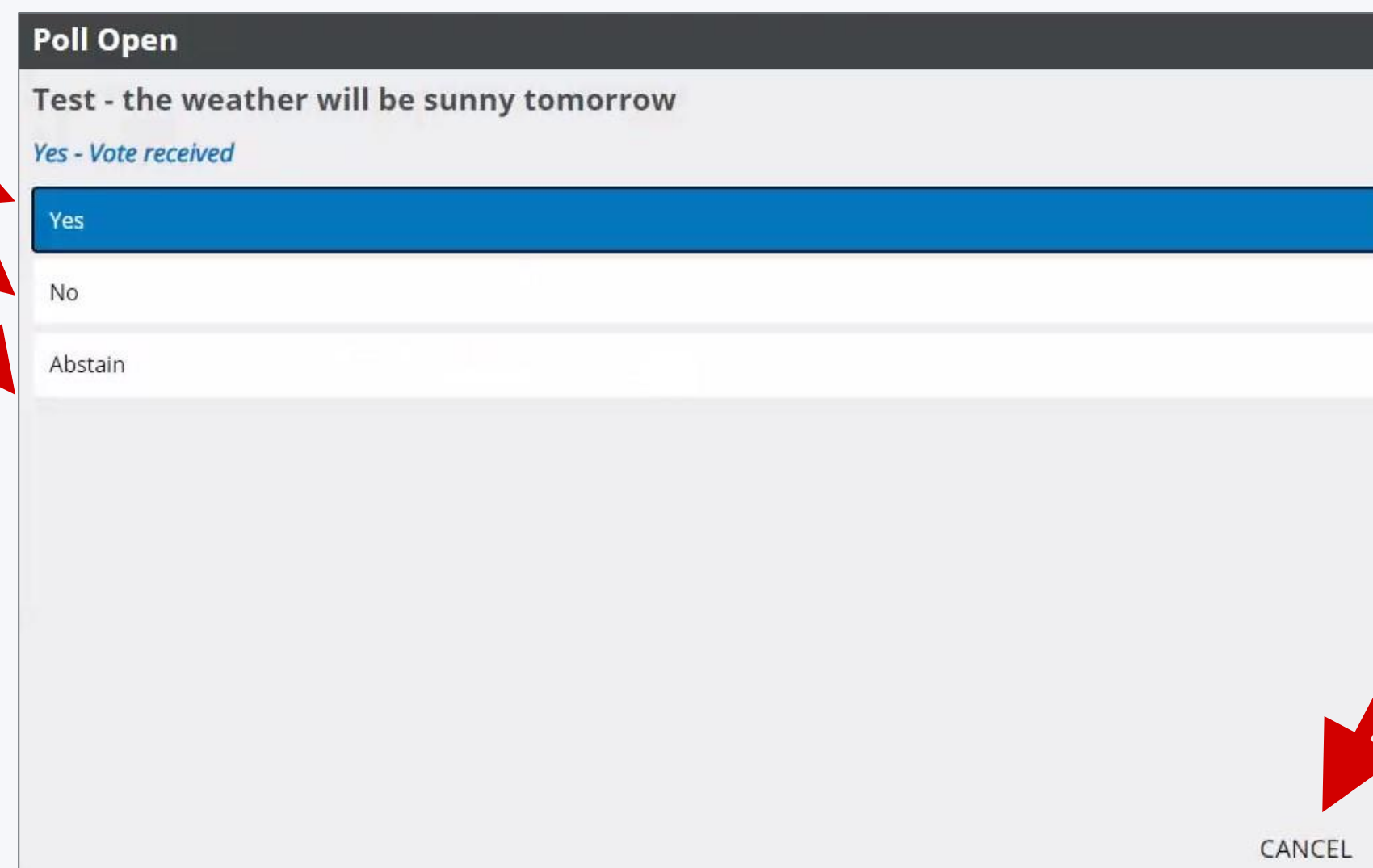
1. Once logged in to the Lumi system, you will see this welcome page.



2. Once the voting starts, the voting item and options will automatically appear.



3. 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.**



4. 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



- ▶ One week prior to the Virtual GA, the Full Member 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 GA.
- ▶ The first training and practice session will be on **Wednesday 4 November, 15:00-16:00 (CET)**
- ▶ The second training and practice session will be on **Friday 6 November, 10:00-11:00 (CET)**
- ▶ We encourage you to participate in the training and practice sessions to become familiar with both the video-conference and voting systems.

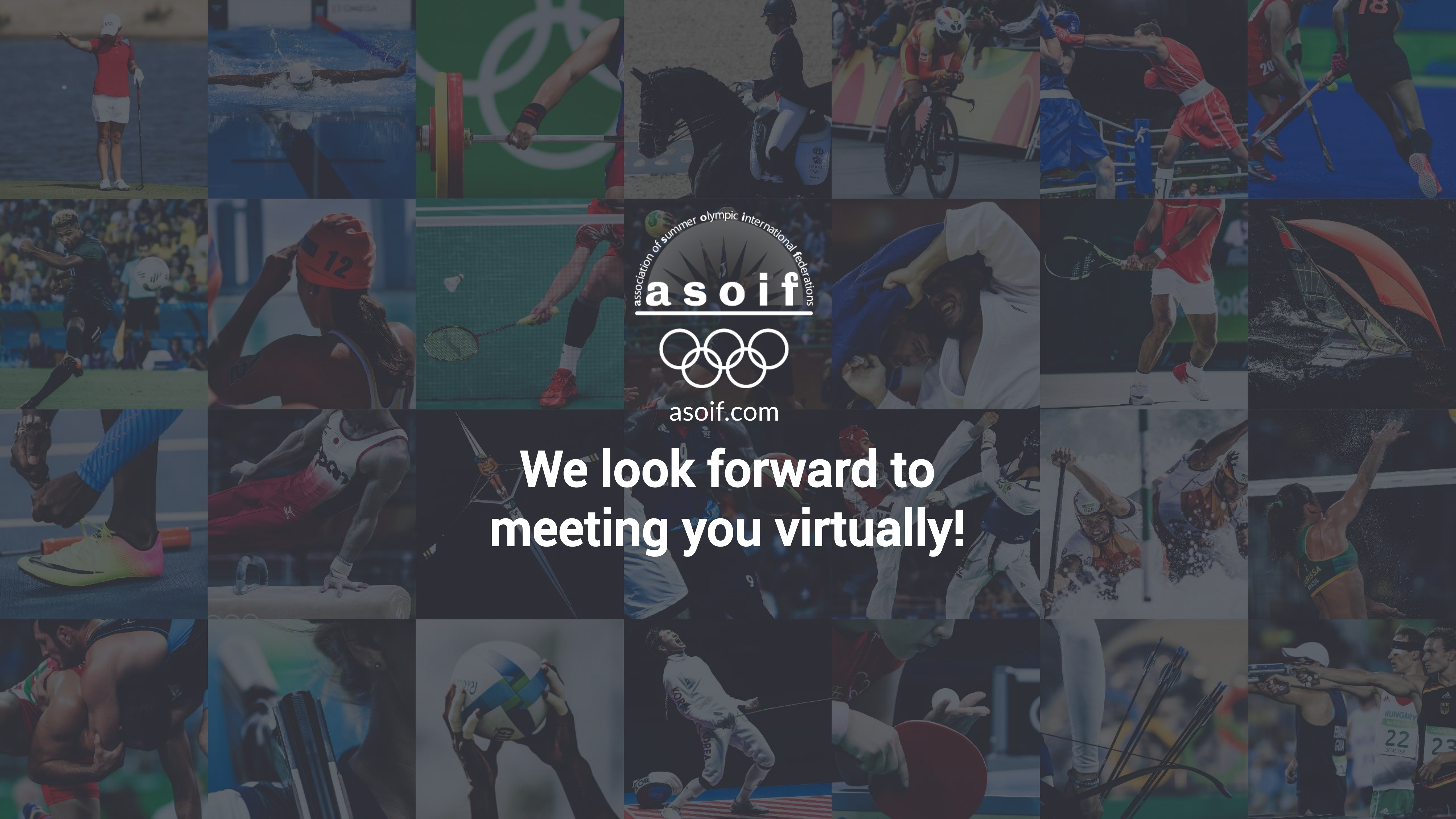


Troubleshooting & Support

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 get disconnected during the meeting, please log in again using the same process.
- ▶ Please do not hesitate to contact us for technical support:
 - ga@asoif.com
 - +41 (0)21 601 48 88



association of summer olympic international federations
asoif
asoiif.com

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