



# ASOIF Virtual General Assembly 2021 Technology Guide



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# Introduction



# Introduction – Virtual General Assembly



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- ▶ The 45<sup>th</sup> ASOIF General Assembly (GA) will be held virtually on Tuesday, 8 June 2021. The Virtual GA will start at 10:00 am (CEST).
- ▶ The Virtual GA's video-conference will be hosted via Zoom Webinar.
- ▶ 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.
- ▶ The Virtual GA will be [livestreamed on YouTube](#), observers and media will be able to watch the meeting live.

# Introduction – Zoom Webinar



- ▶ Zoom Webinar is a secure webcast platform widely used by international sport organisations.
- ▶ During the Virtual GA, you will be able to see the ASOIF President, Executive Director and Facilitator. However, 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 Virtual GA.

# 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 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 (CEST), Monday, 17 May 2021**.
- ▶ 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](mailto:ga@asoif.com) no later than **one hour before the meeting starts**.



## 45th ASOIF General Assembly Registration

Topic 45th ASOIF General Assembly

Time Jun 8, 2021 10:00 AM in [Zurich](#)

\* Required information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

International Federation (Maximum 3 delegates per IF) \*

Are you the Voting Delegate? (If you are representing a Full Member IF, please confirm ONE Voting Delegate internally within your IF before registration) \*

☐ Yes

☐ No

☐ Associate Member please select this option

By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).

Register



# Confirmation Email



- ▶ Once registered, you will see a webpage stating that your registration is **pending approval**.
- ▶ Once your registration is validated by the ASOIF Secretariat, you will receive a confirmation email.
- ▶ The confirmation email will include your link to access the Virtual GA, shown as **“Click Here to Join”**.
- ▶ 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. One hour before the Virtual GA starts, you will receive a notification email which will include the same access link you received earlier.
- ▶ If you do not receive the emails, please check your junk mailbox, or contact [ga@asoif.com](mailto:ga@asoif.com)

Thank you very much for registering for the 45th ASOIF General Assembly.  
Your registration has been approved.

Date: 10:00 am (CEST), Tuesday, 8 June 2021

Join from a computer (mobile phones and iPads are not recommended):

[Click Here to Join](#)

Note: This link is unique to you, please do not share it with others.





# How to join the meeting



# Things you will need

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A computer (mobile phones and iPads are not recommended)



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



Make sure your computer has installed the latest version of Zoom Meetings app (download link: [zoom.us/download](https://zoom.us/download))



For Full Member Voting Delegates, make sure your computer has installed a web browser (Chrome recommended), which you will use to access the Lumi voting platform during the Virtual GA



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



# How to join the meeting



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

1. Open your confirmation email, then click on the blue link **“Click Here to Join”**
2. You will be automatically directed to a webpage, then click the **“Open Zoom”** button.

Thank you very much for registering for the 45th ASOIF General Assembly.  
Your registration has been approved.

Date: 10:00 am (CEST), Tuesday, 8 June 2021

Join from a computer (mobile phones and iPads are not recommended):

[Click Here to Join](#)

Note: This link is unique to you, please do not share it with others.

3. If your Zoom app has automatically launched and you see the welcome page, it means you have successfully accessed the Virtual GA.





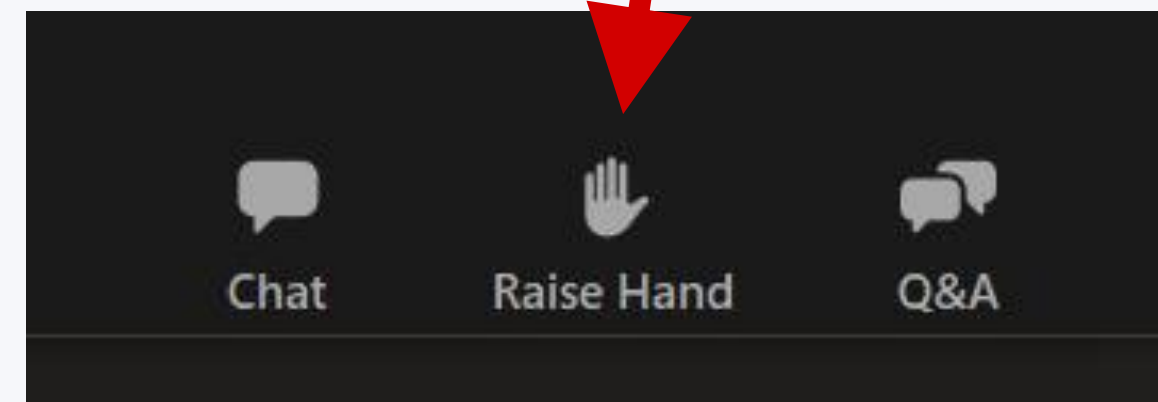
# How to ask questions



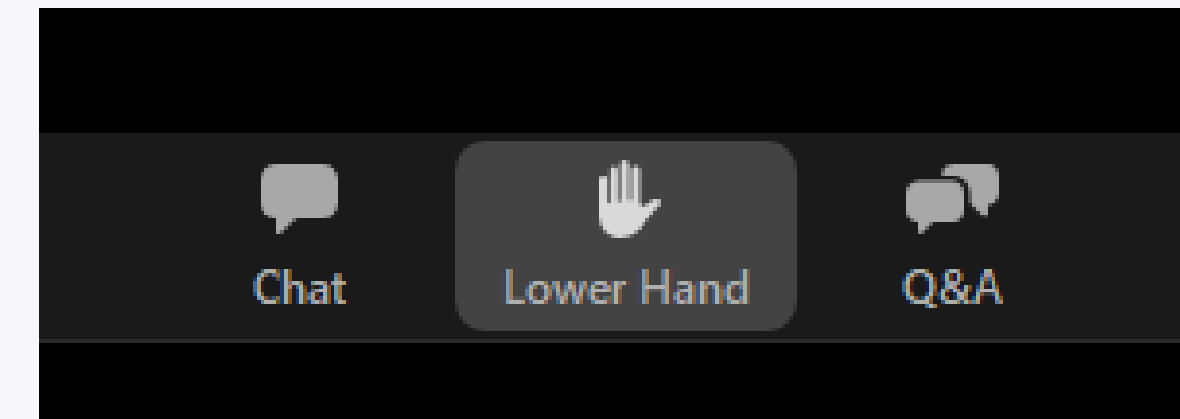
# How to ask questions

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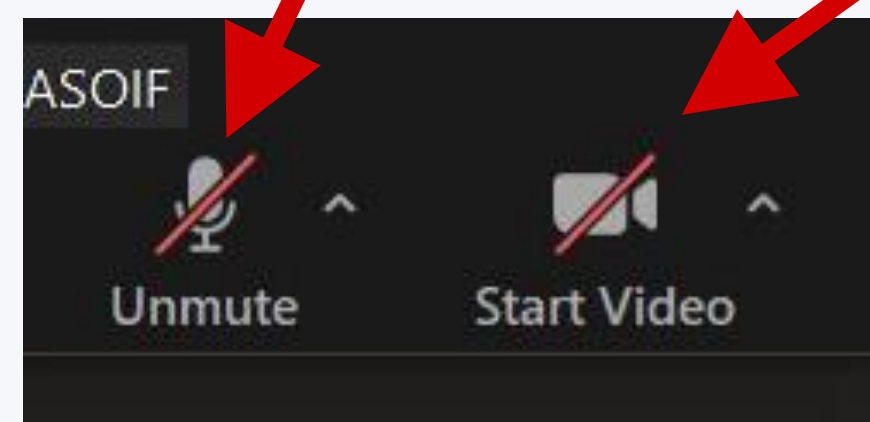
1. On the bottom of the screen, click the **“Raise Hand”** button.



2. Wait for the moderator to approve your request. You will also be able to withdraw your request by clicking the “Lower Hand” button.



3. Once approved, you will be connected via video call. Please click on these two buttons on the **bottom left of the screen to unmute your microphone and camera.**



4. Once finished, the moderator will disconnect your video call.
5. The “Q&A” button is for asking **technical questions only.**





# Roll Call



# Roll Call



As a non-voting agenda item, the Roll Call will be conducted within Zoom by **four (4) separate polls**.

**All Member IFs will be listed and called out in alphabetical order of their respective sport.**

Roll Call Part 1/4

1. Roll Call Part 1/4  
(Please select your IF and then click submit)

☒ Example - ASOIF

☐ FINA - Aquatics

☐ World Archery - Archery

☐ World Athletics - Athletics

☐ BWF - Badminton

☐ WBSC - Baseball & Softball

☐ FIBA - Basketball

☐ AIBA - Boxing

☐ ICF - Canoe

☐ UCI - Cycling

**Submit**

Roll Call Part 2/4

1. Roll Call Part 2/4  
(Please select your IF and then click submit)

☐ FEI - Equestrian

☐ FIE - Fencing

☐ FIFA - Football

☐ IGF - Golf

☐ FIG - Gymnastics

☐ IHF - Handball

☐ FIH - Hockey

☐ IJF - Judo

**Submit**

Roll Call Part 3/4

1. Roll Call Part 3/4  
(Please select your IF and then click submit)

☐ WKF - Karate

☐ UIPM - Modern Pentathlon

☐ World Rowing - Rowing

☐ World Rugby - Rugby

☐ World Sailing - Sailing

☐ ISSF - Shooting

☐ World Skate - Skateboarding

☐ IFSC - Sport Climbing

☐ ISA - Surfing

**Submit**

Roll Call Part 4/4

1. Roll Call Part 4/4  
(Please select your IF and then click submit)

☐ ITTF - Table Tennis

☐ World Taekwondo - Taekwondo

☐ ITF - Tennis

☐ World Triathlon - Triathlon

☐ FIVB - Volleyball

☐ IWF - Weightlifting

☐ UWW - Wrestling

**Submit**

1. When the Roll Call starts, the poll will appear on your screen.  
**Select your IF, then click submit.**

2. If you do not see your IF in the poll currently on your screen, please wait for the next poll.

3. The ASOIF Secretariat will verify the poll results.





# Voting

## (For Full Member Voting Delegates)



# Lumi Credentials & Voting Practice Sessions



- ▶ Two weeks 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 voting practice sessions.
- ▶ Please keep your login credentials safe, only to yourself.
- ▶ Your Lumi login credentials will be the same for both the practice sessions and the GA.
- ▶ The first practice session will be on **Tuesday, 1 June, 15:00-15:30 (CEST)**
- ▶ The second practice session will be on **Thursday, 3 June, 09:00-09:30 (CEST)**
- ▶ We encourage you to participate in the practice sessions to become familiar with both the video-conference and voting systems.



# Important Notes



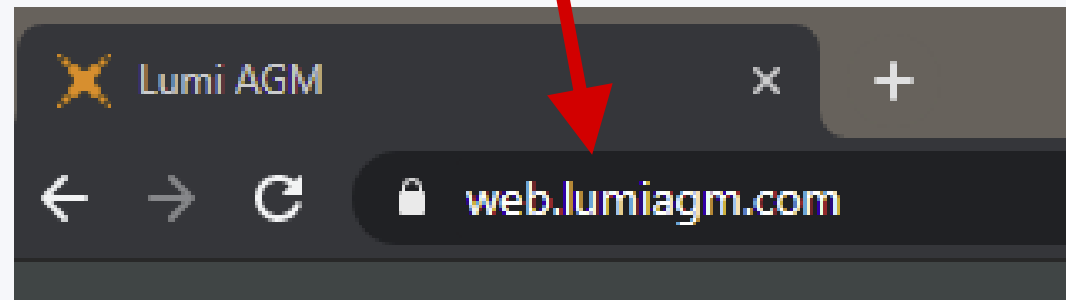
- ▶ Before the voting starts, all **Full Member Voting Delegates will be asked to log in to the Lumi system.**
- ▶ Each voting procedure will be given one minute for you to cast your vote.
- ▶ The public notary will announce when the voting starts; when there are 20 seconds remaining; and when the voting closes.
- ▶ The voting results will be announced by the public notary and shown on the screen after each vote.
- ▶ After the Virtual GA, a notarial report of the voting results will be made available.



# Voting



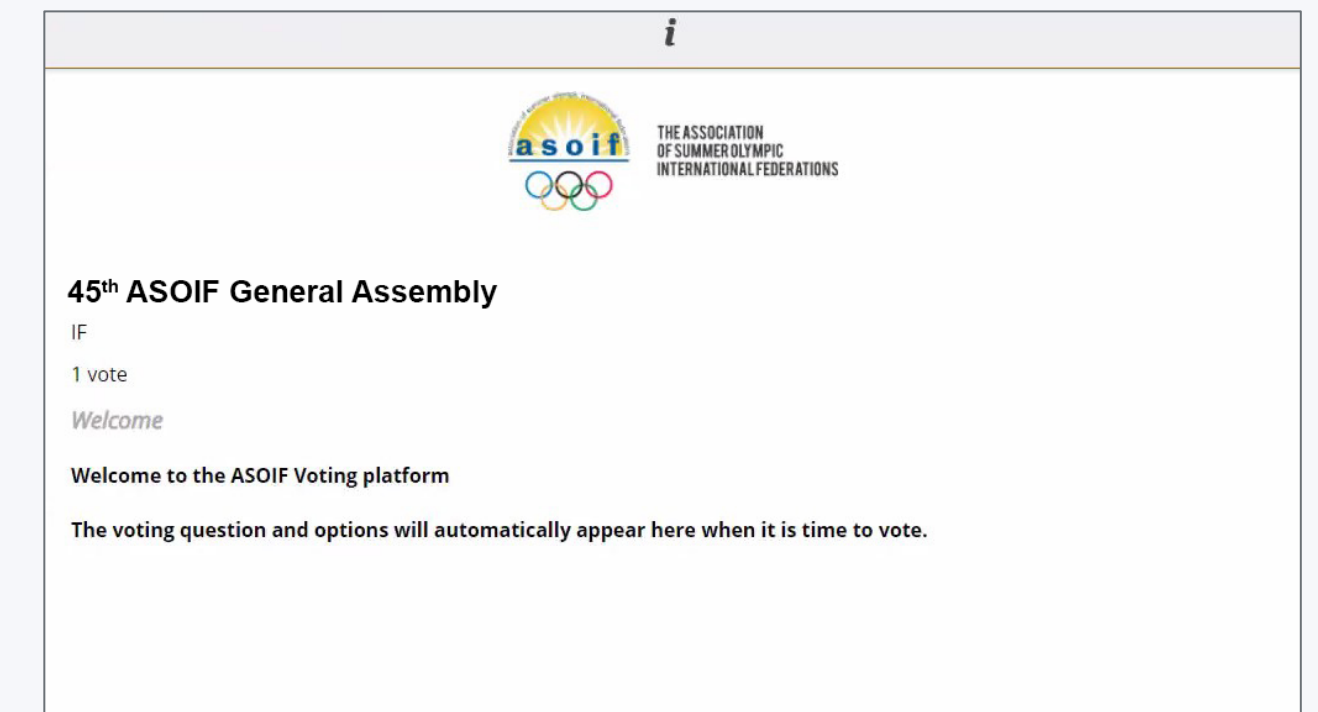
1. Open your browser, go to [web.lumiagm.com](http://web.lumiagm.com)



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

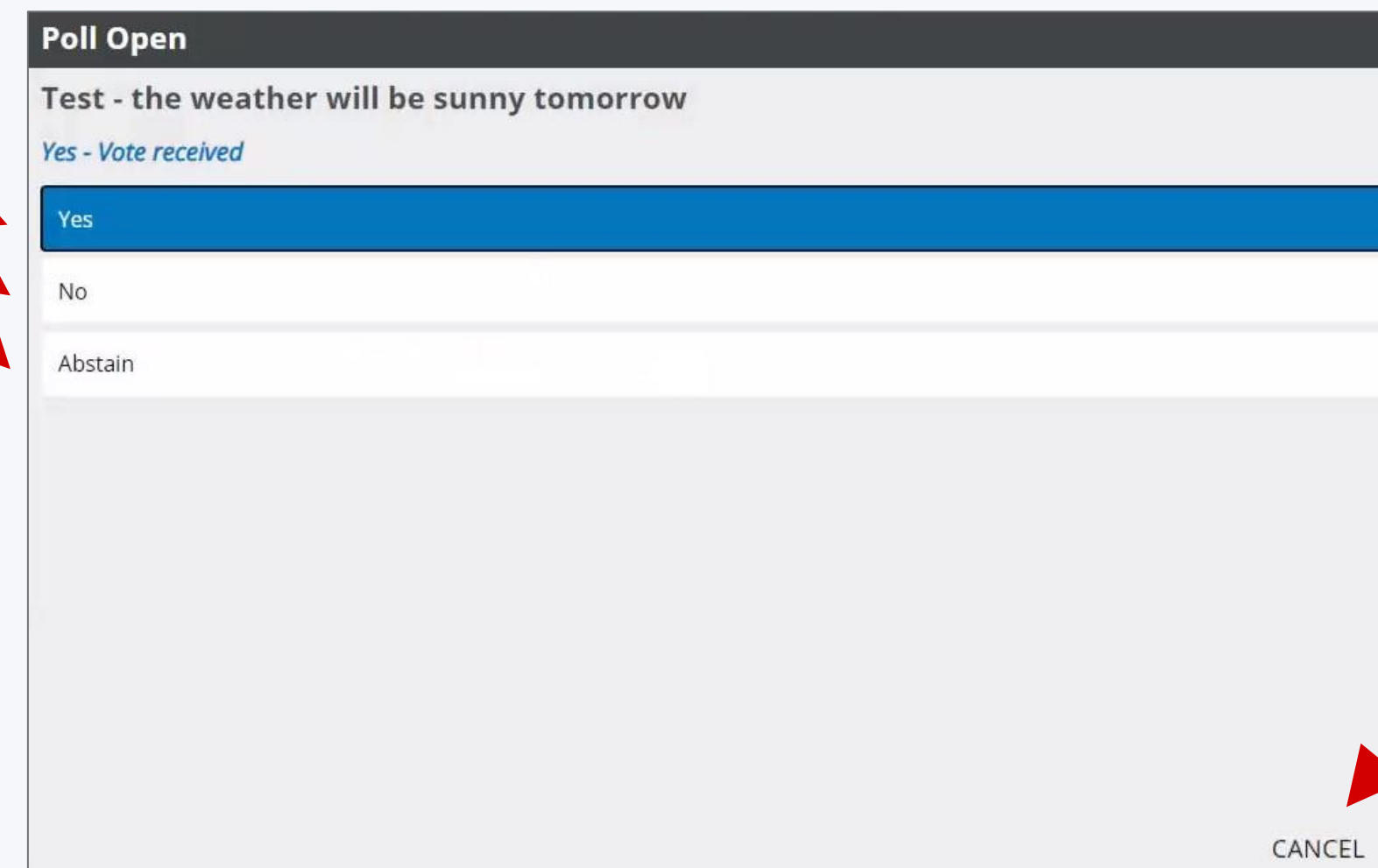


3. Once logged in, you will see this welcome page. **Please do not close the browser once logged in.**



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

5. 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.**



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

CANCEL





# Troubleshooting & Support

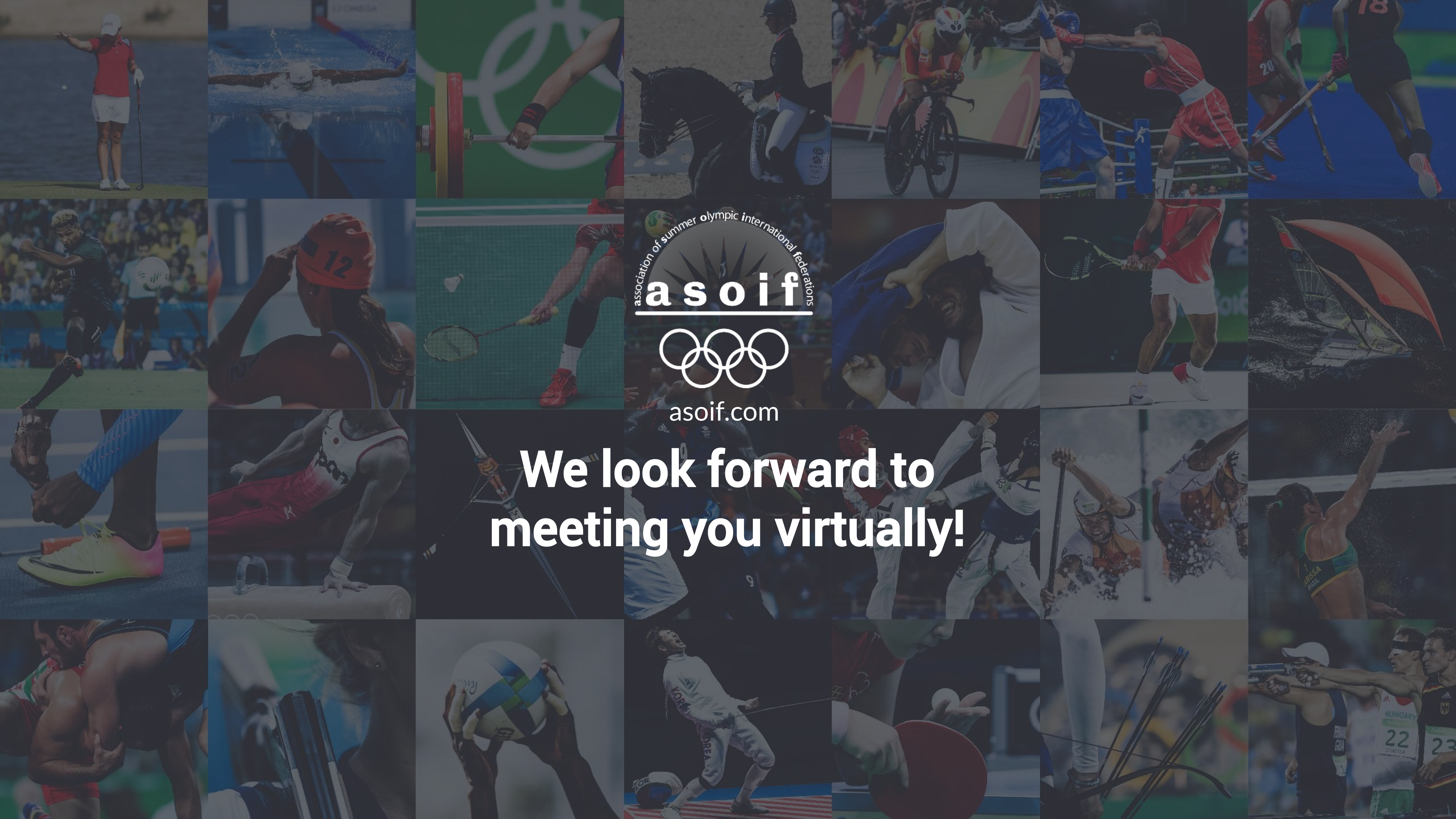


# Troubleshooting & Support



- ▶ Please use a computer to access the Virtual GA. Mobile phones and iPads are not recommended.
- ▶ Please make sure your computer has installed the Zoom app and a web browser.
- ▶ If you need technical support during the Virtual GA, please use the “Q&A” button.
- ▶ If you get disconnected during the virtual GA, please log in again using the same process.
- ▶ Please do not hesitate to contact us for technical support:
  - [ga@asoif.com](mailto:ga@asoif.com)
  - +41 (0)21 601 48 88





association of summer olympic international federations  
**asoif**



asoif.com

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