



September 9, 2020

CTIF Virtual Delegates Assembly – information no. 2

Dear members of CTIF

As you were informed the Virtual Delegate Assembly will take place on **October 21, 2020 at 9:00 UTC via the Zoom application.**

Please read more detailed information.

- THE ZOOM APPLICATION

There are many Technical possibilities for a virtual Delegate Assembly, but the Executive Committee members, and some of the CTIF commissions, have already held many meetings through Zoom, so we decided to use it.

- INTERNET SAFETY for Zoom:

We are aware that many organizations / employers do not allow Zoom on their work computers due to some security breaches earlier this year. We feel that Zoom has corrected these safety issues now, making the application currently among the safer video conferencing platforms available. However, the most important reason we chose Zoom is that **it is the easiest to use for most people.**

If you cannot install the Zoom application on your work computer, phone or tablet, please be aware that **you do not need any software installation** to connect as an invited guest. If Zoom prompts you to install the app, decline it and **connect only through the weblink.** This should not present an issue for your work equipment. If there is still an issue, please **try to use private equipment / wifi at home.** Due to the extra ordinary circumstances with the ongoing pandemic, we kindly ask for your patience and understanding at this time!

Please use the Training Sessions provided (*info below) to test your connection via Zoom!

- INSTRUCTIONS AND RULES

We have prepared short instructions for using the Zoom application. We have also drawn up short rules in order to make the Virtual Delegate Assembly as fluent and clear as possible. Details to follow.

- TEST COMMUNICATION MEETING

We will organize two test communication meetings where you will be able to test the use of

applications and ask questions about the Virtual Delegate Assembly.

The first test two meetings (optional) can be attended on one of the following two dates:

- On Thursday, September 24, 2020 between 9:00 and 11:00 UTC
Support e-mail: Neza Strmole: contact@ctif.org
- On Tuesday, September 29, 2020 between 15:00 and 17:00 UTC
Support e-mail: Björn Ulfsson: bulfsson@gmail.com

PS: Please note that these first two training sessions are “drop-in”, and you can come in and connect at any time during the two hour time slot, for a long or as short as you wish. **There is no need to be there for more than a few minutes** if you are already fairly familiar with the Zoom application. However, **if you need support, there will be up to two hours allotted** to help you if you need it!

The second test meeting will be mandatory for all participants in the Virtual Delegate Assembly, at which we will also test the election application. You will be informed about the exact date, presumably in the second week of October.

- DELEGATES

Number of delegates at the Virtual Delegate Assembly and number delegates with the right to vote will be in accordance with the Statute. You will also receive a form for registering delegates.

- AGENDA

You will receive the Virtual Delegate Assembly agenda in the next coming weeks. The entire Virtual Delegate Assembly with the election will take approximately 2,5-3 hours.

- APPLICATION FOR THE ELECTIONS

Elections will be held via the Election Buddy app. Details of the election process and how to use the app are yet to come.

- WORKING LANGUAGE:

At the Executive committee meetings, we thought a lot about how to ensure the conduct of the Virtual Delegate Assembly in the three official languages, based on the internal regulation of the CTIF. As live translation is much more difficult to do due to the limitations in the virtual environment of the meeting, we have prepared a proposal that for this year only, we all agree to make an exception that the Virtual Delegates Assembly 2020 will be held in **English Only**.

If you require simultaneous translation on October 21st, **we kindly ask that you arrange a translator locally**, either professionally or through a colleague.

MANDATORY VOTE FOR ALL NATIONAL REPRESENTATIVES:

Do you agree that virtual Delegate Assembly 2020 takes place only in English?

Please send us your decision by replying to this email with:

- YES, we agree.
- NO, we disagree.

Deadline for the answer: Friday 18th of September 2020

We will make sure that other documents are available in all three languages.

- EMERGENCY HELP LINES

Several emergency phone lines and e/mail addresses with technical support will be available to members and delegates throughout the Virtual Delegate Assembly. Details to follow.

Please follow the notifications also on our CTIF website.

If you have any other questions do not hesitate to contact us.

Best regards

Tore Eriksson



President CTIF

Roman Sykora



General Secretary