

ADDITIONAL GUIDELINES FOR PLENARY AND WORKSHOP SESSIONS

We are delighted to present the updated additional guidelines for the plenary and workshop sessions of the 80th International Council Meeting of ELSA.

PLENARY SESSIONS

During the 80th International Council Meeting there will be three plenary sessions:

- The Opening Plenary on the 3rd of November 2021 starting at 15:00 CET
- The Mid Plenary on the 5th of November 2021 starting at 14:30 CET
- The Final Plenary on the 7th of November 2021 starting at 10:00 CET

Make sure to be ready 15 minutes prior to the start of the plenary sessions to test out the platform and avoid any problems preventing the plenary from starting on time.

In order to avoid any technical difficulties, each attendee of the plenary session shall:

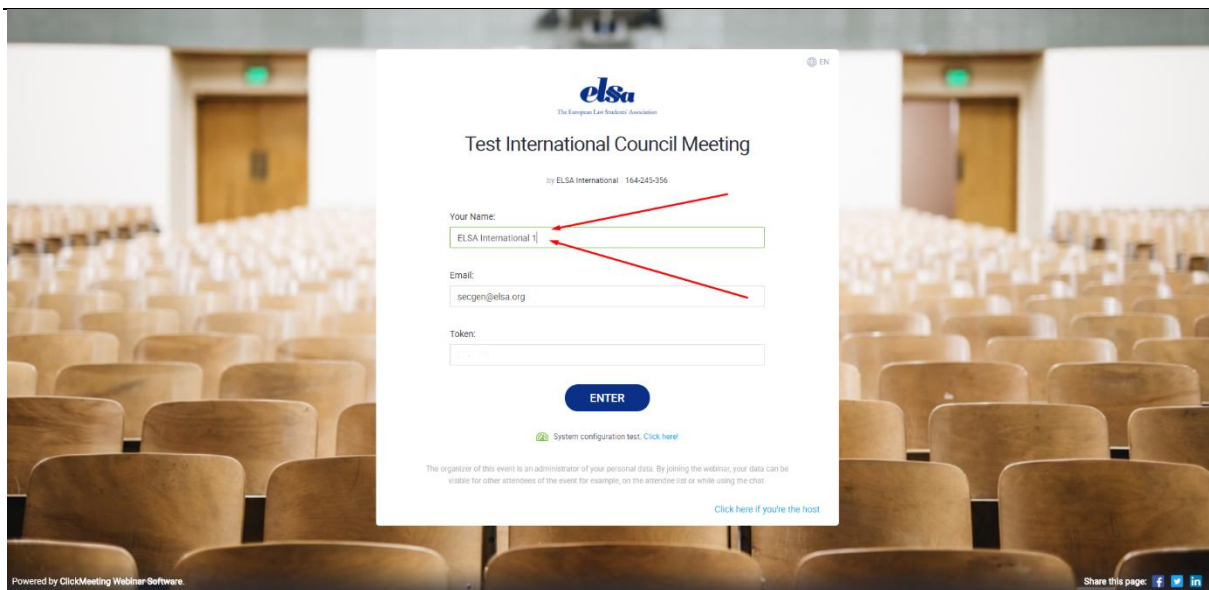
- Restart their computer prior to each plenary session;
- Make sure that the battery of the respective device is charged and the charger is available when necessary;
- Test their microphone and headphones prior to each plenary session;
- Check their Internet upload/download speed which shall be at least 3 Mbps.

CLICKMEETING

Each representative who will be participating in the plenary sessions on behalf of their National Group will receive an invitation by the International Board of ELSA to each plenary session separately. In the invitation, you will receive a link to the respective plenary session on ClickMeeting and a token (identification code which allows you to gain access to the ClickMeeting platform). All the invitations will be sent out on Friday evening, the 1st of November 2021. **If you have not received respective links by this date, please inform the Secretary General of the International Board at secgen@elsa.org as soon as possible.**

Make sure to log in via **computer** as the device (*do not use mobile phones or other devices for the ClickMeeting platform*) to avoid any technical difficulties.

While moving to the respective link address, you will have to write the name of your National Group. **Please make sure that each representative who will be participating in the plenary sessions on behalf of your National Group registers as ELSA X 1, ELSA X 2 and ELSA X 3** (e.g. ELSA International 1, ELSA International 2 and ELSA International 3) (see photo below).



Revision of the list of votes

In the beginning of the Opening Plenary of the 80th International Council Meeting on Sunday the 11th of April 2021, the Secretary General of the International Board of ELSA will read out the list of the National Groups and whether they have fulfilled all the obligations in order to exercise their voting rights.

If a Member National Group has fulfilled all the obligations, the Secretary General of the International Board of ELSA will ask **one of the delegates of the respective National Group** to indicate that they are **“Present and voting”** in the chat of the plenary session.

If a Member National has not fulfilled all the obligations, the Secretary General of the International Board of ELSA will ask **one of the delegates of the respective National Group** to indicate that they are **“Present”** in the chat of the plenary session.

In case you leave the plenary session, please inform the Chairs and the Secretary General of the International Board of ELSA not to interrupt respective voting etc. In order to inform Chairs indicate in the chat:

- **Left the room;**
- **Back in the room.**

Communication during the plenaries

In order to ensure that the communication between the plenary chairs and the International Council is as smooth as possible, there are some basic rules that we will follow throughout the plenary sessions.

Finger rules:

In the plenary, we will use the following finger rules:

- i** New topic (join the speakers' list);
- iii** End of the ongoing discussion;

| | |
|----------|---|
| b | Thumbs up |
| p | Thumbs down |
| T | Technical issue |
| X | Remove yourself from the speakers' list |
| C | Clarification |

Please use these finger rules in the chat during the plenary sessions and the plenary chairs will give you the word unless there is a microphone problem. In that case, the plenary chairs will ask you to type your questions in the chat.

Technical issues will be addressed first (do not abuse this priority right!). However, please make sure you have checked everything from your behalf before addressing technical issues to the whole plenary. Bad visibility (e.g. the text of the proposal is too small), echoes, background noises, etc. constitute a relevant technical issue. Any remarks regarding e.g. the proposals should be addressed with “i” and the right to speak will follow the order of the speakers' list.

In case there is a technical issue and you cannot indicate it in the chat of the plenary session, there will be a Facebook group chat for easier communication whenever you need to inform chairs regarding the issue.

Should there be a problem with presenting your arguments or questions via microphone and camera regarding anything but the Q&A session for the candidates, you will be given direct instructions by the plenary chairs to type your question in the chat.

Do not type any questions for the International Board, Auditor and Vice Auditor candidates in the chat to ensure that they are not visible for any potential counter-candidates.

Whenever you wish to nominate or second a candidate for the position of e.g. plenary officers you need to type in the chat the following:

- **We nominate [the person's name] from ELSA X as a plenary secretary.**

If you wish to second someone's nomination or proposal just type:

- **Seconding.**

If you wish to amend a proposal, type:

- “i” and the plenary chairs will add you to the speakers' list and give the floor to you once it is your turn.

Speaking in the plenary

If you wish to ask a question or make a statement etc., indicate an “i” in the chat. The International Board of ELSA will activate your camera and microphone. Make sure to approve the request for activating your camera and microphone in order for them to be activated.

Also, generally, it is nicer to talk to a face, especially during an online meeting :)

Plenary Officers

As already stated in the Working Materials of the 80th International Council Meeting, please bear in mind that *the International Board of ELSA does not recommend nominating an excessive number of candidates as plenary officers*. In such a scenario, the procedure required for an excessive number of candidates is more difficult and time consuming. Therefore, to avoid any delays at the International Council Meeting, and especially during the opening plenary session, we kindly ask you not to nominate additional candidates if you see that there are already enough for the respective positions.

If you are planning to nominate any of the plenary officers, please inform the Secretary General of the International Board of ELSA in advance at secgen@elsa.org by the 1st of November 2021 so that the International Board of ELSA can ensure their participation in the plenary session as soon as possible with no possible delays. While nominating plenary officers, make sure that they are available during all three plenary sessions.

Secretaries

According to Article 6.5.i of the Standing Orders of ELSA, the International Council shall elect two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board of ELSA.

The International Board of ELSA recommends against nomination more than four candidates for the position of the plenary secretaries.

Nominations Committee

According to Article 6.5.ii of the Standing Orders of ELSA, the International Council shall elect a Nominations Committee consisted of three members who shall receive nominations for the elections and announce them to the International Council.

The Nominations Committee consists of three people who may be the same individuals as the voting delegates. *The International Board of ELSA recommends against nomination more than three candidates for the Nominations Committee* since this will again make the whole procedure very time consuming and inefficient.

Nomination, seconding and confirmation sheets for candidates can be found in Annex 10 of the Working Materials and shall be submitted to nominations.committee@elsa.org.

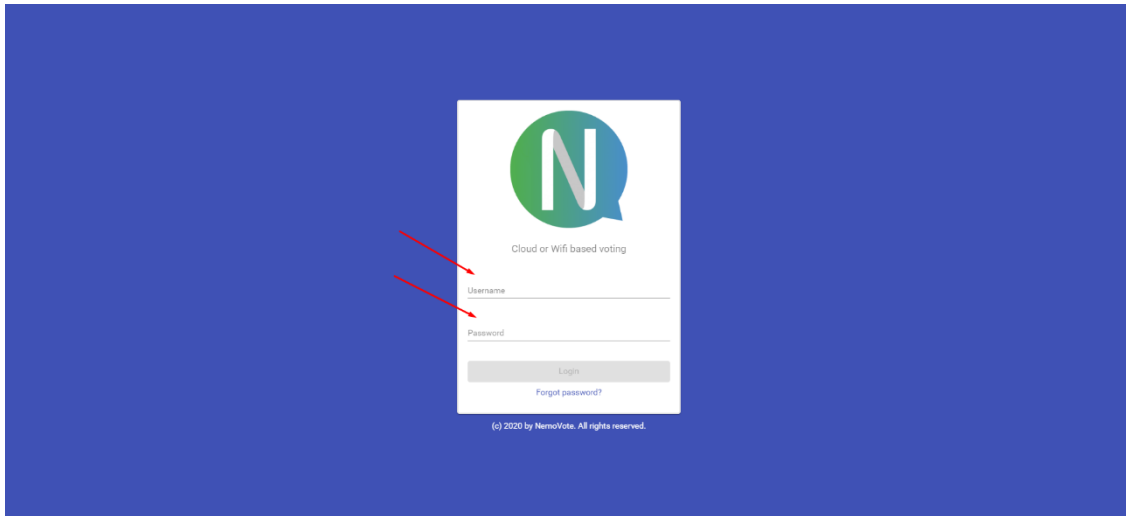
NEMOVOTE

All voting delegates who will be casting votes on behalf of the respective National Groups will receive credentials to access the NemoVote platform including their unique username and password. If you have not received such credentials by Saturday morning, 1st of November 2021, inform the Secretary General of the International Board immediately.

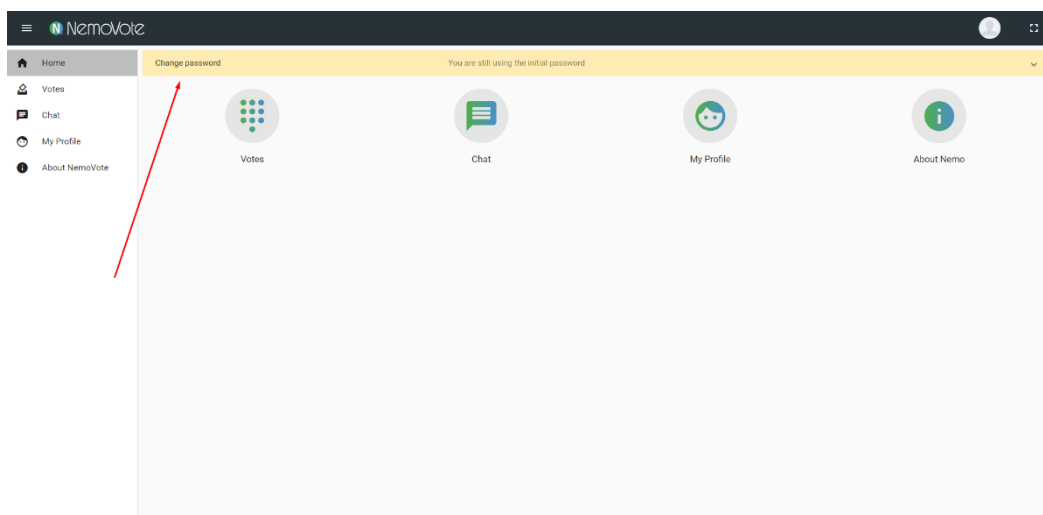
Each Member National Group has three votes at the International Council and each Member is allowed to split their votes.

In order to see how does to cast your vote on the NemoVote platform please see following photos:

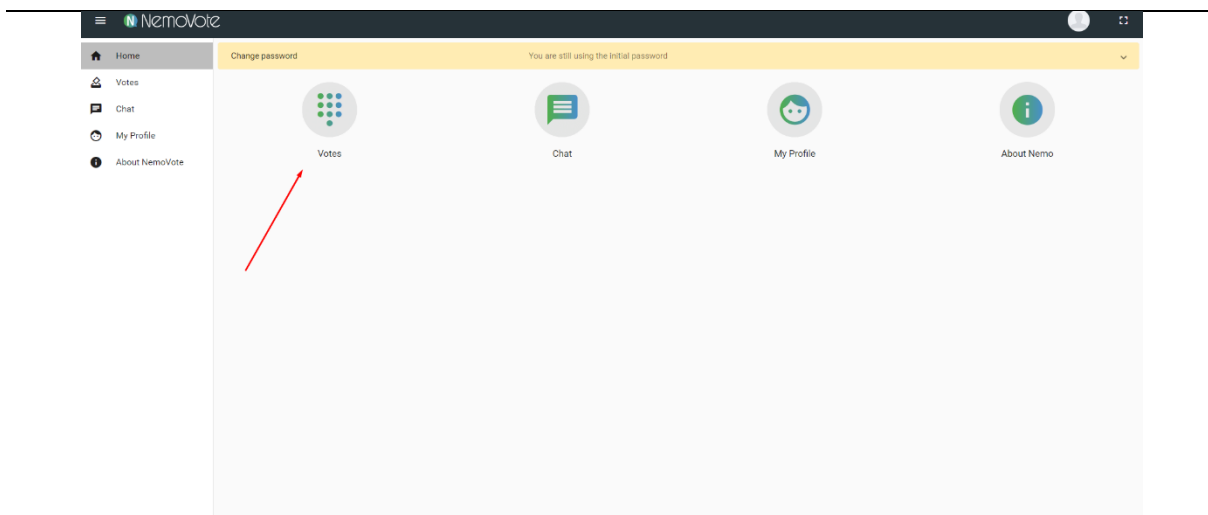
Follow the link and use the log-in credentials that you have received via email:



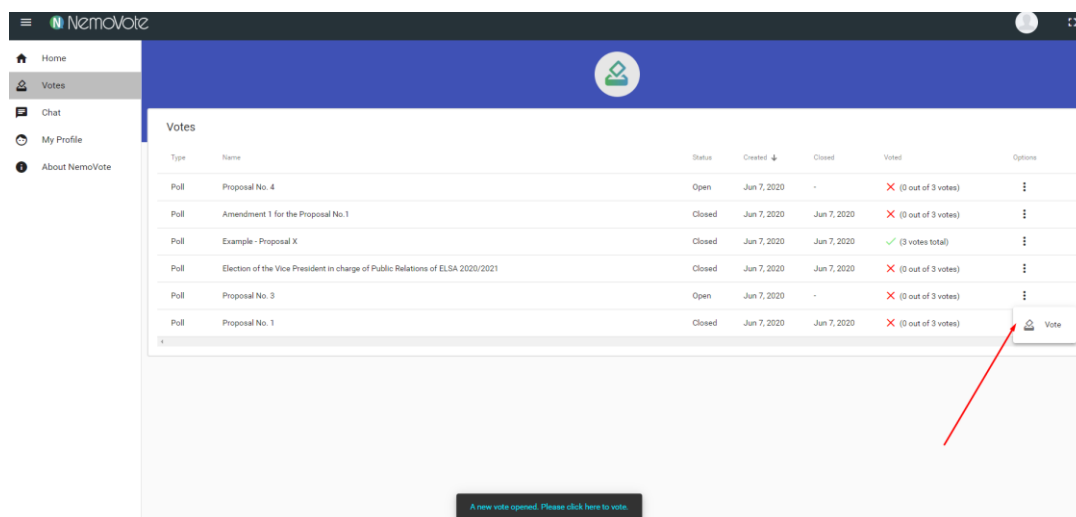
Change your password as soon as you access your account.



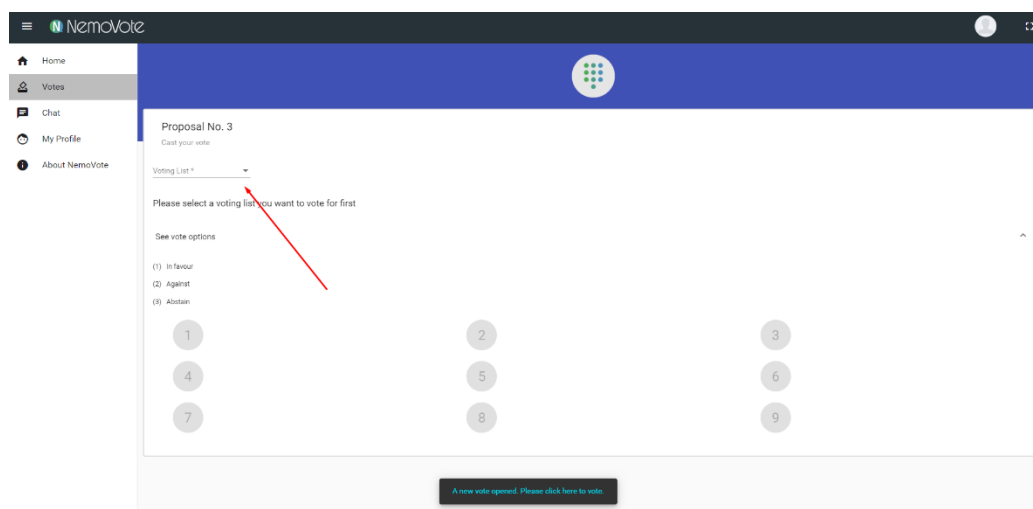
In order to have an overview of all the votes that are available, check the “Votes”:



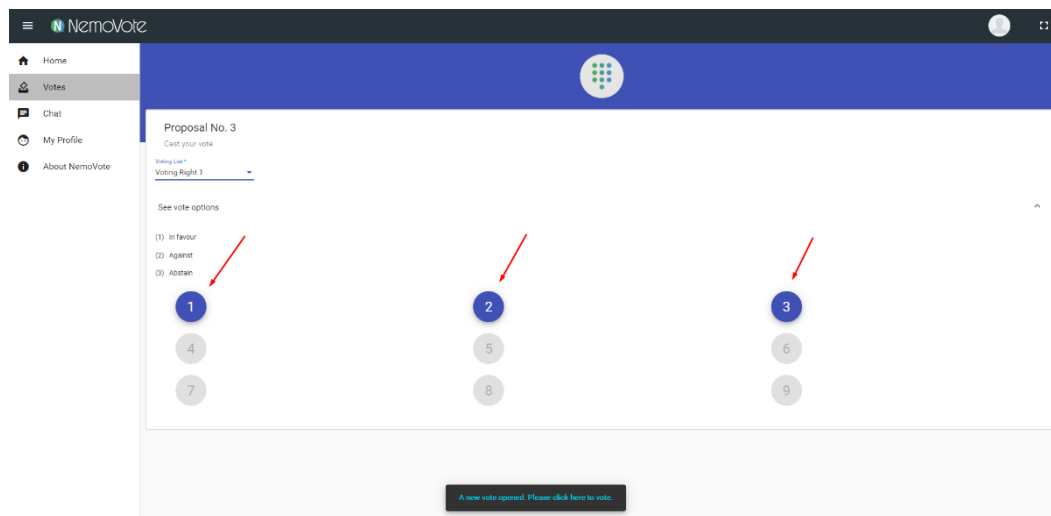
Choose the respective voting from the list and vote:



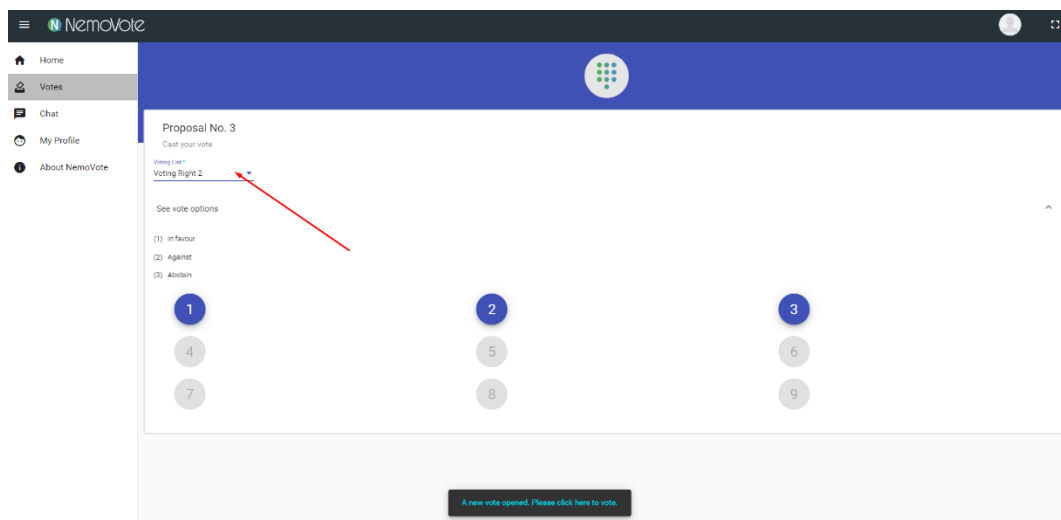
Since every Member has three voting rights, you will have to vote from three Voting lists:



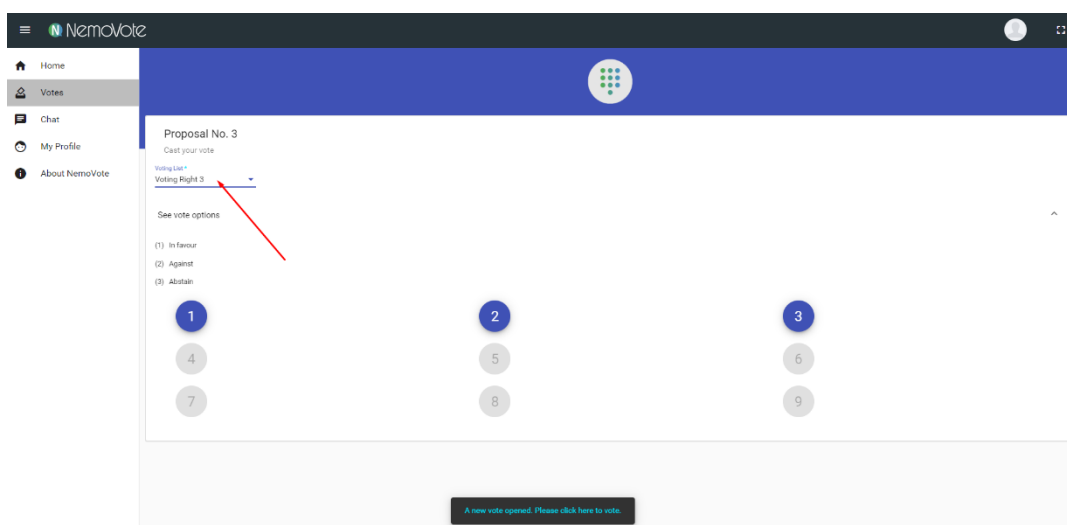
Choose the respective option and cast your vote:



After you cast your first vote, choose the second voting list and cast your second vote:



And then cast your third vote:



WORKSHOP SESSIONS

Workshop sessions will take place every day and will serve as the platform to discuss all the proposals before the plenaries to achieve efficiency at the plenaries. Therefore, we kindly ask all of you to finish any and all discussions at workshops in order to have smooth voting at the plenary sessions. At each International Council Meeting, there are seven workshop sessions, one for each area of activity. Each workshop is conducted by the respective member of the International Board of ELSA.

The workshop sessions will be conducted via Google Meet. Those delegates registered as workshop representatives will receive an invitation on respective emails from the International Board by the 1st of November 2021. **If you have not received respective links by Saturday morning, please inform the Secretary General of the International Board of ELSA at secgen@elsa.org as soon as possible.**

The International Board has decided to allow a maximum of **15 participants** per National Group.

In order to ensure efficiency, participants will use the group chat on Google Meet where they will be indicating their points with the finger rules. Finger rules for the workshops are as follows:

- i New topic (join the speakers' list)
- ii Direct comments (join the speakers' list)
- iii End the ongoing discussion
- b Thumbs up
- p Thumbs down
- T Technical issue
- X Remove yourself from the speakers' list
- C Clarification

Technical preparations

Prior to each workshop session, please make sure to:

- Restart your computer or respective device;
- Check that the battery of your device is charged and that your charger is available if necessary;
- Test your microphone and headphones;
- Check your internet upload/download speed which should be at least 3 Mbps.

Only the microphone of a person speaking should be on – everyone else should mute themselves when not speaking;

The camera of the Chair, Vice Chair and the IB should be on at all times. The camera of the participants can be on at all times if it does not create any technical difficulties. If it does affect the connection they should turn on their cameras **ONLY** when speaking.

Before starting the voting procedure the Chair of the workshop will count the votes. Everyone who has a voting right shall indicate it in the Workshop chat **“ELSA X present and voting”**.

The Chair and Vice Chair of the workshop will control the voting procedure. As usual, each National Group representative has one vote and shall vote either in favour of, against or abstain from voting on a proposal. Before the voting starts the Chair will write in the Workshop chat **“Voting on Proposal No. X”** **“Voting on Amendment proposed by ELSA X”** etc. and will call for the votes.

In order to exercise your voting right, each National Group representative shall write in the Workshop chat one of the following options when prompted:

- ELSA X In Favour
- ELSA X Against
- ELSA X Abstention

If you have any questions please feel free to approach the Secretary General of the International Board at secgen@elsa.org or Chairs of the plenaries at icm.chairs@elsa.org.