HOW TO JOIN THE ONLINE WOA GENERAL ASSEMBLY

Please follow the step-by-step guide below to successfully join the online WOA General Assembly.

To have the best experience when joining the meeting using Zoom, you should have:

- **A computer or laptop with the latest version of the Google Chrome browser.**

- **The Zoom application downloaded, click here if you do not have it on your computer or laptop. It is recommended (although not mandatory) that you create a free Zoom account.**

- **A computer or laptop with a microphone, camera and speaker either inbuilt or externally set up.**

- **Headphones if you need to access interpretation (English, Spanish and French).**

- **A reliable internet connection in a quiet setting – this is your responsibility and is very important for a smooth and uninterrupted experience.**

- **Your personal login details which will be sent to you on 12 October from the following email address: WOA@lumiglobal.com**

It is very important that you test your login credentials and Zoom access before the online WOA General Assembly and that you attend one of the following Training Sessions:

19 October
Training @ 10:00 CET
Training @ 17:00 CET

21 October
Training @ 12:00 CET

The personal login details you receive from Lumi on 12 October will be valid for both a Training Session **and** the General Assembly.

No formal meeting invitation will be sent to you, you can simply join at any of the times above for a Training Session and at 11:30 CET on 22 October for the General Assembly (12:00 CET start).

Steps to join the online WOA General Assembly:

1. All attendees must first join Lumi AGM, the online voting platform that will be used to conduct secure and confidential voting. Attendees who do not have voting rights must also join the WOA General Assembly through Lumi. To access the Lumi platform, please open the email you receive from WOA@lumiglobal.com containing your personal login details, as per the example below:

    Once you visit https://web.lumiagm.com; then enter

    Meeting ID: 129-139-294
    and click Join

    Enter your Username and Password supplied below:

    Username: 1001

    Password: 12345

2. Once you have opened the email, click on https://web.lumiagm.com. Alternatively, you can copy and paste this link into the Google Chrome browser.

3. The Lumi AGM website will open as shown below. Please enter the meeting ID and click "Join".
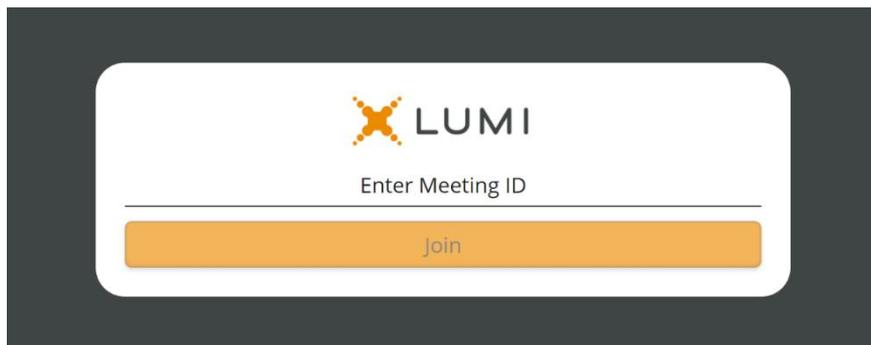
4. Enter your personal Username and Password and click "Login".
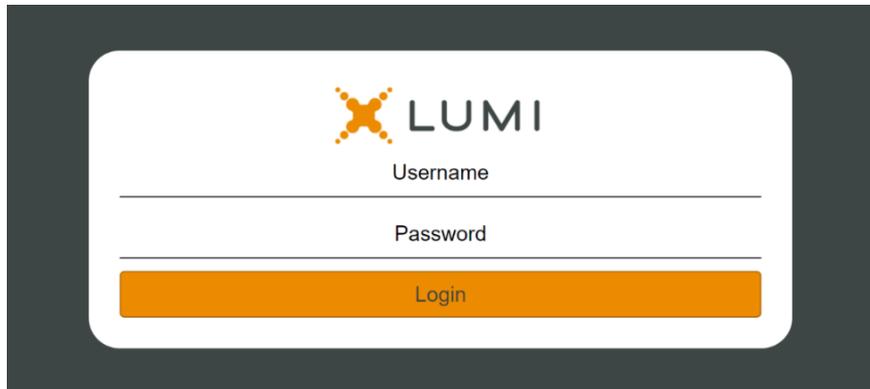
5. The Welcome Page of the voting portal will open as shown below. **Please keep this internet window open throughout the meeting**.

2020 WOA General Assembly

Pete Fowler

Welcome to the online WOA General Assembly.

For those with voting rights, the voting details will automatically appear in this tab when it is time to vote.

All attendees must click on the link below to connect to the online meeting using Zoom.

Link to the WOA General Assembly Zoom meeting

Then click on the link to access the meeting (circled in red above). The Zoom application will open. Please note that this is the only way to access the Zoom meeting (i.e. the link to the meeting will NOT be sent separately via email).

6. It is very important to clearly enter your first and last names. You will then be placed in the waiting room until the meeting starts. To ensure security, unidentifiable attendees will not be allowed to attend the meeting.

Meeting Protocol

Please respect the meeting protocol outlined below to ensure the smooth running of the meeting and fairness to all other delegates. The WOA Administration will remove attendees who do not or cannot follow the protocol.

7. Please keep your microphone on mute. If you wish to speak, open the "Participants" panel (A) and click "Raise Hand" (B). One of our moderators will see the request and the meeting Chair will give you the floor when appropriate. **Unmute your microphone only when you are called on to speak.**
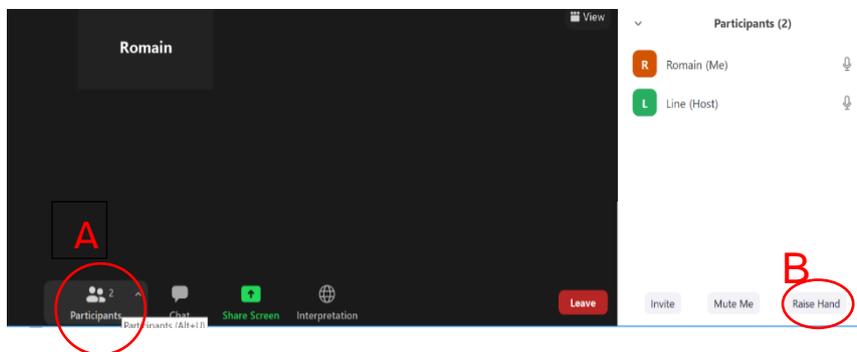
8. The Chat function can be used to ask questions during the meeting. It will be monitored by the WOA Administration to provide answers when needed. Please use it for meeting-related matters only.

9. Simultaneous interpretation is available in English, French and Spanish. Please select the language of your choice. **Interpretation is available only through the Zoom app** (it is not available if you join the meeting via your browser).
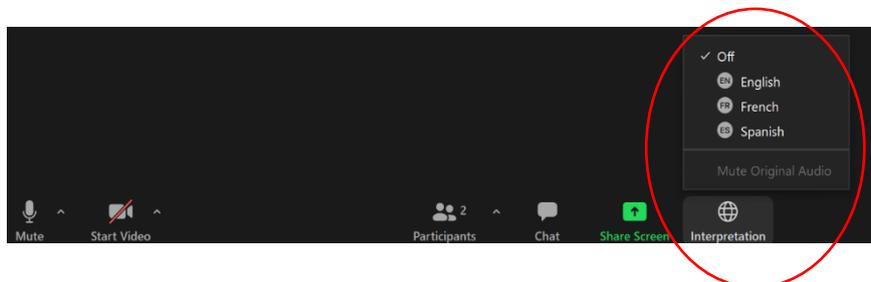
•   We strongly recommend joining via your computer or laptop for the best experience.

To get help

For all your technical questions, please contact the IOC Service Desk which will be available from Tuesday 13 October:

- **by phone:** +41 21 621 69 99 (from 08:00 to 21:00 CET, Monday to Friday)
- **via email:** guest_support@olympic.org

For anything else, please contact the WOA Team on info@thewoa.org

FAQs

Which voting platform are you going to use?
The voting platform will be provided by IOC's long-time provider of on-premise electronic voting, Lumi AGM. Lumi has facilitated over 2,500 virtual meetings in 35 countries this year. You can visit https://www.lumiglobal.com/about to find out more about Lumi.

Who will verify the voting results during the General Assembly?
An independent legal notary will verify the election process and will sit physically with the voting system technicians to verify each vote and give the result. At the end of the meeting an official report will be produced.

Which operating system should I use?
It is highly recommended that you use Windows 10 and have recent antivirus software installed. Other operating systems can be used.

Do I have to use the latest version of the Zoom app?
Yes, you should have the latest version installed on your laptop otherwise you might not be able to follow the WOA General Assembly.

My computer is managed by my company, so what do I have to do to avoid any problems during the online WOA General Assembly?
If your computer is remotely managed by a support team, please contact them ahead of the meeting and make sure that you have all the necessary permissions.

How can I make sure I have good internet access?
It is your responsibility to ensure you have a good connection, as your internet access cannot be managed by the organisers. As an option, you could look into using UN offices, embassy offices, military bases, international corporations, etc. to ensure the best connection possible. Please contact WOA if you require a letter of support to access any offices.

In which language will the online WOA General Assembly take place?
The WOA General Assembly will be conducted in English with simultaneous interpretation via the Zoom application in French and Spanish (we recommend that you use headphones).

Why is it so important to attend a Training Session?
Attendance at a Training Session is **highly recommended**. We therefore hope that you will all join one of them. They allow you to test the online voting system, use the Zoom application with interpretation and ask any questions you may have regarding the online systems. This ensures that you will have the best possible experience during the WOA General Assembly. If you cannot attend any of the Training Sessions, please inform WOA (info@thewoa.org).

What happens if I drop out of the online WOA General Assembly?
Simply re-join using the same personal login details received from Lumi.

What should I do if I cannot attend the Assembly at the last minute?
Please inform WOA info@thewoa.org immediately and wait for their instructions. **Personal login details cannot be transferred to someone else, as they will not be recognised by the WOA Administration and therefore will not be given access.**

What you need
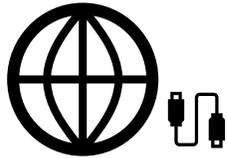
A good, reliable internet connection is **very important**

Computer with the Zoom <u>application</u> and Google Chrome browser installed and updated with the latest version available

No phone or tablet

⚠️ Interpretation will <u>NOT</u> be available if using the web version of Zoom instead of the application

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

The e-mail sent by WOA@lumiglobal.com containing your personal link and login information