

Practical Guide to Join and Interact
at the ECTS Virtual Annual General Meeting
Saturday 16 May 2020
12.30 – 13.30 hrs CEST

1. Before the webinar

1.1. The Online Meeting

- Once **registered** to the [ECTS Annual General Meeting](#) you should have received an automatic confirmation email from GotoWebinar. This email (example displayed below), summarises the main information related to the AGM webinar session and a button "Join Webinar", where you can click at the specified time to enter the AGM.

Dear Julien,

Roberta Mugnai (roberta.mugnai@ectsoc.org) has invited you to be a co-organizer for the following webinar:

"test Julien"

Thu, Apr 30, 2020 11:30 AM - 12:00 PM CEST

[Add to Calendar](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

Australia: +61 2 8355 1054

Access Code: 689-016-315

Audio PIN: Shown after joining the webinar

[Calling from another country?](#)

- We kindly advise you to **keep this email at hand**, in case you are disconnected for one reason or another, to reconnect afterwards. The link to join the webinar is unique to you and should therefore not be shared.
- You will receive a second one around two hours before the start of the webinar.
- We recommend you **joining the AGM 5-10 minutes before the starting time**. If you have a headset, plug it into your computer and click on the "Join Webinar" button.

1.2. The eBallot - for ECTS Members

- Please prepare before AGM your MyECTS login and password and check if it **is working**. If you don't remember your password, you can use ["Forgot Password"](#) function and reset it.
- Please **review all supporting documents** available in the AGM Lounge <https://my.ectsoc.org/agm/>.

2. During the webinar

2.1. The Online Meeting

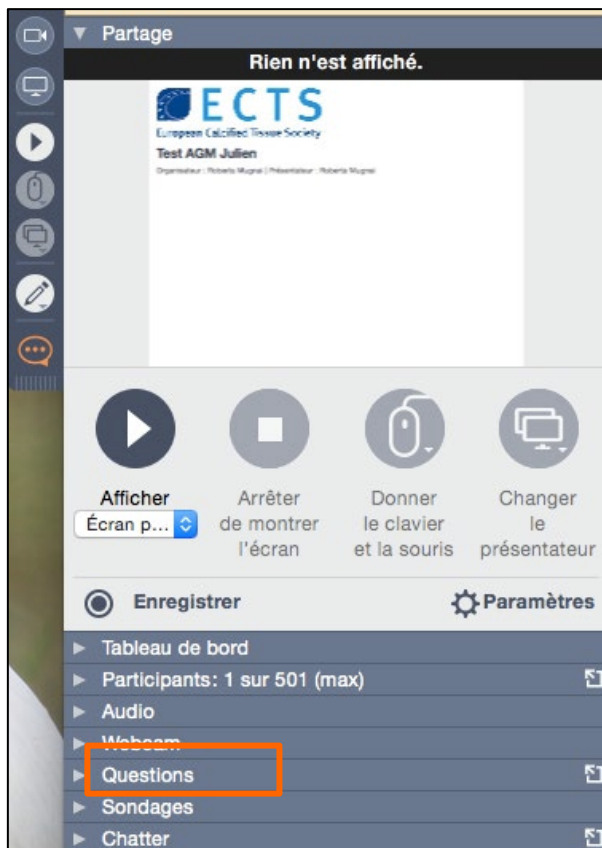
When joining, you will be prompted to **enter your name**. We kindly ask you to do so with your name and surname, so that you will appear as such during the webinar and other participants will know who you are.

After having entered the system, you will arrive on the control panel.

The picture 2 shows how the control panel looks like. Please note that control panel may differ from the type of computer you are using (Mac, Pc).

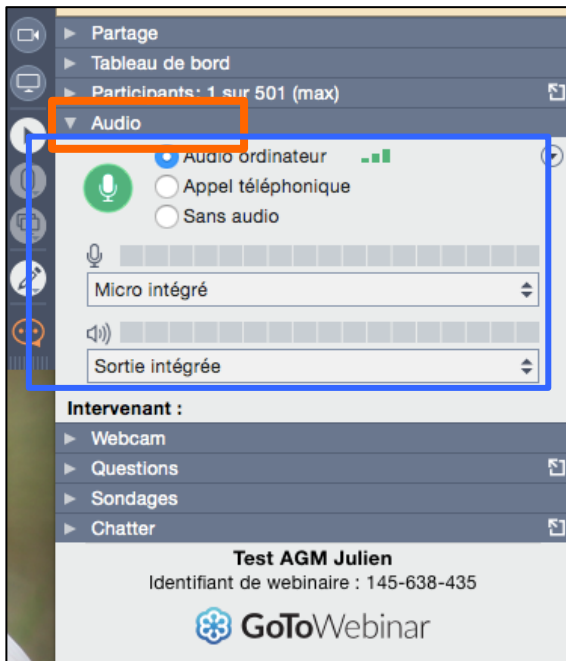
During the webinar, as a participant, you will be muted. Organizers and moderators can unmute you if necessary.

Please note that the meeting will be recorded.

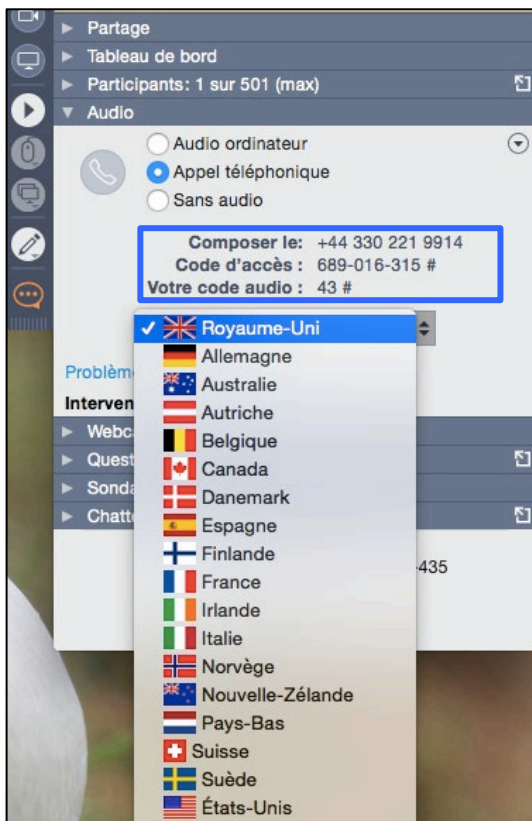


If you have questions

Should you have any question to ask, you can do so by typing your question in the **"question panel"**. Please do not use the chat box for this purpose, as we may not see your question in due time.



The most important feature on this panel is the audio section. As you will see in picture, you have different audio options to join the webinar, the best and most comfortable one being **through your computer**.



In case of problems

If, for any reason, your internet connection is poor, you will lose the audio. You have the possibility to join by phone.

Don't close the control panel as this will remain active even without internet connection and you will automatically rejoin the meeting once your internet connection is restored.

- Click on the audio section on the control panel
- Select your country
- Dial the phone number related to your country
- Enter the access code displayed on your computer screen
- Enter the audio pin

If your problem cannot be resolved, please contact:

- Julien: +32 479 35 63 97,
julien.delaye@ectsoc.org

2.2. The eBallot - for ECTS Members

- Access the [ECTS AGM Lounge](#) after login to MyECTS. There you will find all supporting documents and the link to the voting eballot.

Please note that **you can vote only once for each resolution. When vote is submitted, you can not change it.** In the AGM agenda you can find information when each resolution is voted. There will be dedicated time slot clearly communicated to cast a vote.

Voting

Select a category:

- Resolution 1: Approval of minutes of the ECTS Annual General Meeting held on Saturday 11 May 2019, Budapest, Hungary
- Resolution 2: Appointment of ECTS Academy co-chair Annegreet Veldhuis-Vlug into the ECTS Board
- Resolution 3: Adoption of Annual Accounts for the financial year ending 31 December 2019 in the UK and Belgium
- Resolution 4: Adoption of 2021 Strategic Budget, ECTS and ICCBH
- Resolution 5: Discharge of the Board of Directors from liability for the financial year ending 31 December 2019

To cast your vote:

- Please click on the resolution to the vote. You will see voting options. Please pick your choice and click "Vote". *You cannot make any changes after vote is casted.*

Resolution 1: Approval of minutes of the ECTS Annual General Meeting held on Saturday 11 May 2019, Budapest, Hungary

I approve
 I reject
 I abstain

- Click "back" option in your browser or reload the page to get back to the resolutions list.

In case of problems

If your internet connection is interrupted, and you are not able to cast a vote, **let us know by sending email** to: dorota.doszko@ectsoc.org immediately during or after the meeting. If you need assistance by phone, you can also contact Dorota at +48 6 913 84 264.

3. After the webinar

3.1. The Online Meeting

When the AGM is finished, you can close the GoToWebinar control panel. You will be invited to participate in a quick survey to evaluate ECTS activities. It will not take you more than a couple of minutes, so we hope you can share your feedback. Thank you!

3.2. The eBallot

The results of the voting will be circulated after the meeting.