

# Technical FAQs for Delegates to Annual Convention 2021



## REGISTERING FOR REMOTE ANNUAL CONVENTION 2021

### Who can register for remote Annual Convention 2021?

Only delegates who have been pre-approved by their branch can register. Branches were asked to provide the names of delegates to ASTI Head Office by 31<sup>st</sup> January 2021.

### How can I register?

ASTI will send an email to you along with the pre-register link for the webinar. You will need the following information to pre-register:

- your full name
- your email address
- your branch
- your school

You will pre-register directly with ASTI through the link and this is to be completed by Thursday 25<sup>th</sup> March 2021.

**Note - Under GDPR you will be asked if you consent to the ASTI using your personal data.**

### Once I have pre-registered will I receive the link to attend remote Annual Convention 2021 immediately?

No, your name will be cross checked against the branch's list of delegates first. If your name is on the list, your registration will be accepted and you will be sent an email with the link to join the webinar. If your name is not on the list, your registration will be declined and you will receive an email to this effect.

### When can I register for the webinar?

Once your name has been checked and approved you will then be issued with the webinar Registration link on Thursday 1<sup>st</sup> April. Registration will open once you receive your webinar Registration link and will close at 6.00 pm on Easter Monday 5<sup>th</sup> April 2021.

It is important to keep [this email safe as you will need the link to join the webinar.](#)

### Can I register from my phone?

Yes, you can register from any smart device by clicking on the registration link.



### What personal data will be used?

Your name and email address are required to attend remote Annual Convention. It is necessary for the ASTI to share this data with Zoom/AVC in order to run the webinar. The ASTI will not share this data with any other party.

2021 Annual Convention will be recorded and may be shared with the press, on the ASTI's website and social media pages and in ASTI publications. If your webcam is switched on during online Annual Convention, your image may be captured. Please note that all delegates will join the meeting with their cameras off. Only, if requested and approved should they turn on their camera.

## JOINING REMOTE CONVENTION

### Do I need to download software to attend remote Convention?

No. You can download the Zoom App if you wish but this is not a requirement.

### How do I join online Convention?

Once your registration has been approved, you will receive an email with a webinar link to join the online Annual Convention 2021. Simply click on the link to join the webinar.

### Can I log in several times using multiple devices?

No.

## Can I use my mobile phone to join remote Convention?

Yes, you can use any smart device to view and participate in the webinar once you have the link. On your smart device you will only be allowed to mute/un-mute yourself and raise and lower your hand.

## Observers

As Observers do not have voting rights the ASTI will live stream parts of the Convention webinar for non-branch delegates. The link will be on ASTI Website.

## REMOTE CONVENTION - VOTING

### How do I vote during the webinar?

Voting will be done by Electronic Polling for all motions.

A poll will appear on your screen, click on your answer and press submit. You will be given sufficient time to cast your vote (the length of time allowed will be advised on the day). The poll will close after that time and the result will be shared to all delegates in due course.

### IMPORTANT

To expedite the business of the On-line 2021 Annual Convention the raised hand function of zoom will be used for routine adoption of Policy Implementation Sections, etc. If such show of hands indicated a strong division of opinion a formal Electronic poll will then take place.

## REMOTE CONVENTION - PARTICIPATION

I wish to speak at Convention. How do I do this?

There is a Q&A function on the Zoom platform. You can use this to indicate that you wish to speak.

You will need to include the following information:

- your name
- your branch
- whether you are proposing speaker
- whether you are seconding speaker
- speaking for or against a motion
- challenging a report or ruling/making a point of order, etc.

Please also indicate if you wish us to connect you to the webcam while you speak.

You will be able to speak at the appropriate time in line with the normal requirements regarding allotment of time for speakers at Annual Convention. We will temporarily unmute you while you speak. Once you have finished speaking, you will be muted again and will be unable to unmute yourself.

We will be using a countdown clock. When a speaker has 30 seconds left, the clock will appear briefly on the screen.

Speakers are asked to respect the "red light" which signifies conclusion of time allocation. It should be noted that those who continue to speak once the red light goes on are taking time from other speakers who may wish to make a contribution.

If you exceed the allotted speaking time you may be muted at the discretion of the Chair. If you are watching with other delegates in the same room, you will need to move to a different room and use your own device when speaking in order to avoid feedback.

I have additional questions. Who should I contact?

Please email your question/s to the General Secretary's Office to email: [bernadine@asti.ie](mailto:bernadine@asti.ie).

**Kieran Christie,**  
GENERAL SECRETARY, ASTI

March 2021