

FIDE GA 2021

December, 28 2021

Participation Guide

FIDE will use Zoom for the General Assembly 2021 (GA).

Participants will receive separate emails providing access to the Assembly. These emails will be sent about 72 hours before the meeting.

Each Participant needs to provide a phone number upon request sent in a separate email from FIDE for urgent contacts before and during the meeting.

Prepare for the meeting

Before you join the meeting, please prepare accordingly. In order to have a successful GA, it is highly recommended that you have an experience of meetings in Zoom. If not, please read and watch general instructions for Zoom on its official website and test connect to a meeting one hour before it starts to test that your equipment is working correctly.


Useful link: [Zoom start guide](#)

	Desktop: Download free zoom desktop client. Please install the newest version here: https://zoom.us/download Mobile: Install free Zoom application for IOS or Android via application store It is recommended to use Desktop version of the software on laptop or PC.
	Make sure that you have a good internet connection before and during the GA
	Use a headset. If possible, avoid using the microphone built into your computer or phone because the sound is not always good enough for the interpreters. Speaking in the computer's microphone contributes to increasing the cognitive load and fatigue for the participants and the interpreters. Speaking in a separate microphone with headsets makes a difference for the interpreters who have to listen and speak at the same time. It will also make it easier for the other participants to hear you well.
	Test your webcam, microphone (headset) and internet connection before the online meeting. Make sure your camera is eye level and, on the computer, or mobile phone that you plan to use for the online meeting. If your computer system does not recognize your headset, please make sure that your headset is properly installed on your computer. If your audio settings do not work, sometimes logging out and restarting Zoom, then joining the meeting again solves the problem.
	An email will be sent to each participant to join the GA Meeting via Zoom platform.
	Participants are advised to have neat background and to follow business casual dress code.

Joining the GA

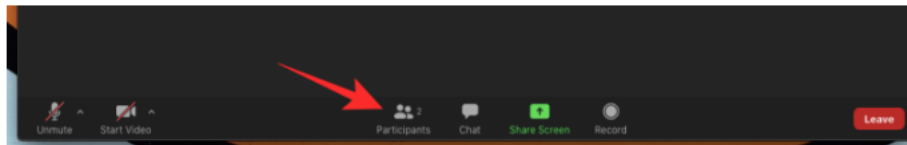
	The link to join the meeting will be sent to the email address specified by participant.
	If you need to check the equipment - join one hour before the meeting.
	When you click on the link to join the meeting, you will be placed in a waiting room so that FIDE can identify and approve each attendee before they enter the meeting. This may take some time if all attendees join at once. Your participation will be confirmed as soon as you are accepted to the meeting from waiting room. Join GA meeting 30 minutes prior to GA start.
	Prepare to be in an environment with no background noise when joining the GA.

Participating in GA

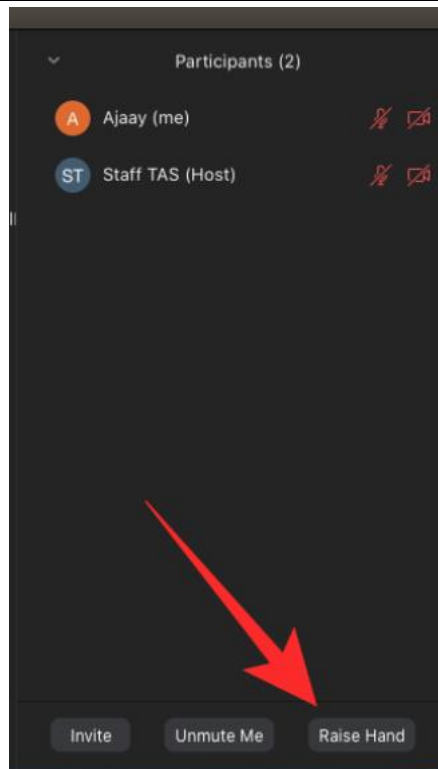
	Please do not turn your microphone on during the GA unless the FIDE President gives you permission to speak.
	<p>Before the meeting starts, as soon as you log in, select the language according to your preference in order to follow the meeting, from the following: (English, Arabic, French, Russian, Spanish). Below are the instructions. Note that the process is slightly different for those connecting from a tablet or phone.</p> <div data-bbox="379 1238 1257 1928"><p>Listening to language interpretation</p><p>Windows macOS</p><ol style="list-style-type: none">1. In your meeting/webinar controls, click Interpretation.<ol style="list-style-type: none">2. Click the language that you would like to hear.<ol style="list-style-type: none">3. (Optional) To only hear the interpreted language, click Mute Original Audio.</div>

Note: there is no such thing as a « floor channel » on Zoom. Everyone gets a language assigned. This means that participants should stick to one single language. Bilingual participants should only speak one language and not swap, otherwise it will create problems with the interpretation. If you wish to speak another language, change your language preference before speaking another language.

If you wish to speak, click the “raise hand” button. FIDE staff will then inform the FIDE President that you wish to speak. DO NOT click on “unmute” until the FIDE President calls on you to speak. To find the “raise hand” button, click the ‘Participants’ button from the meeting controls at the bottom of the screen.



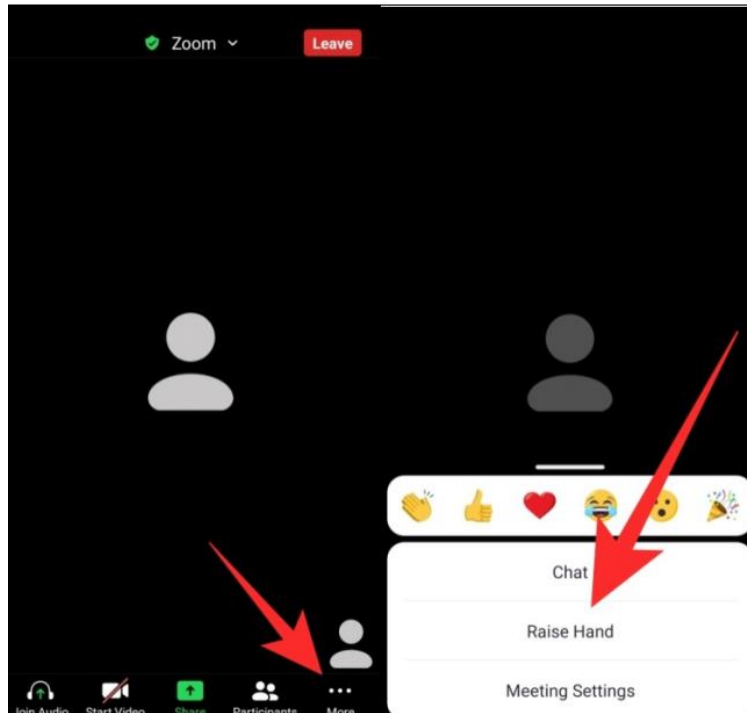
Select the ‘Raise Hand’ option inside the “Participants panel” from the right side of the screen.



There’s a keyboard shortcut! Alternatively, you can use keyboard shortcuts to Raise your hand on Windows and Mac. Press the “Alt + Y” key on either of the systems to toggle Raise Hand option ON or OFF.

How to Raise Hand on Android and iPhone

To raise your hand to speak up, tap on the 'More' button from the meeting controls at the bottom right corner of the screen and then select the 'Raise



Hand' option from the popup menu.

If the FIDE President gives you permission to speak, you will be notified.
At that time, you will also be able to turn your video on. Introduce yourself each time you speak so that everybody is clear about who is actually speaking.
Speak slowly and into the mic so you can be understood.
When you finish speaking, please press mute again.

Please note the recording of the meeting can be publicly available and streamed live.



ORDINARY GENERAL ASSEMBLY - FIDE

2. Approve 2021 Budget

🕒 Pending activation

In favor

Against

Abstention

3. Approve new Financial Regulations

🕒 Pending activation

In favor

Against

Abstention

A list of questions and status appears on screen with a question for voting.

2. Approve 2021 Budget

🕒 Time left: 01:02:30 hours

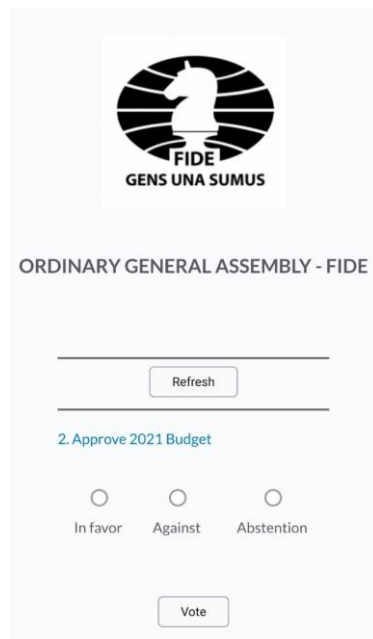
In favor

Against

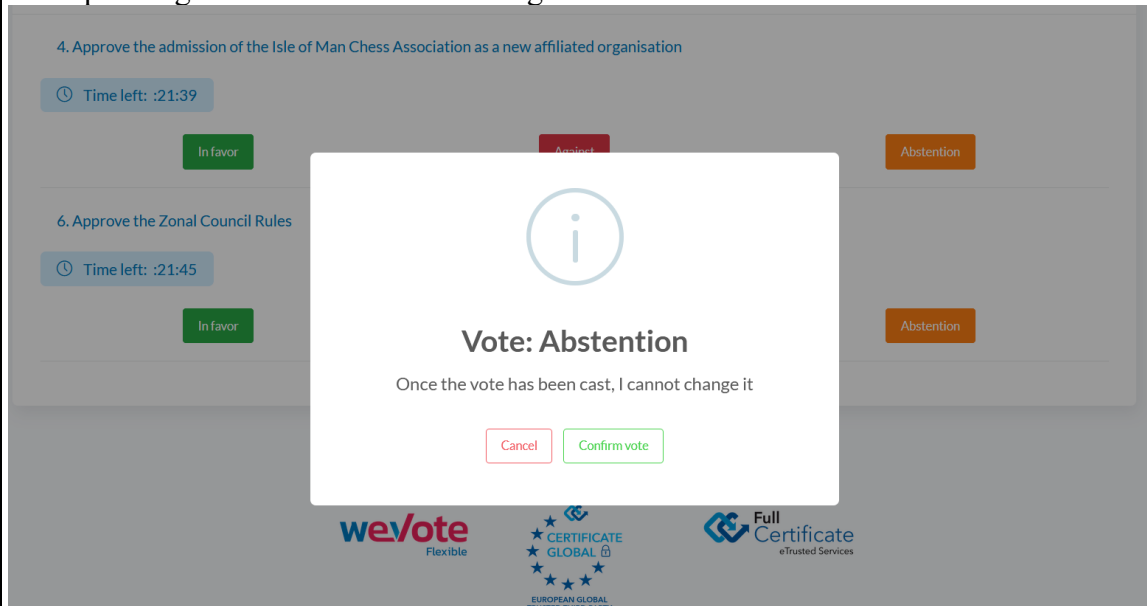
Abstention

As soon as the voting is opened the question is marked as 'Active' and Delegate can cast a vote by selecting a desired answer.

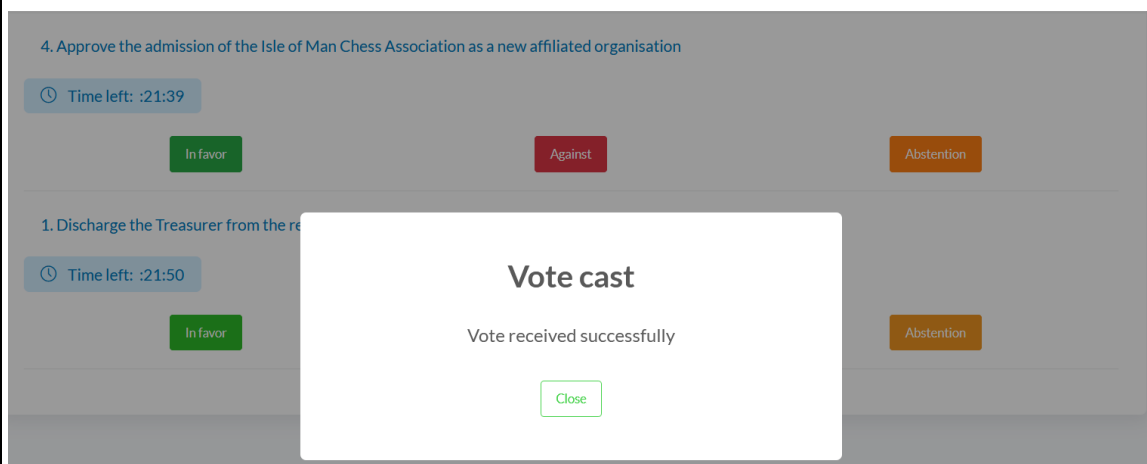
Mobile view:



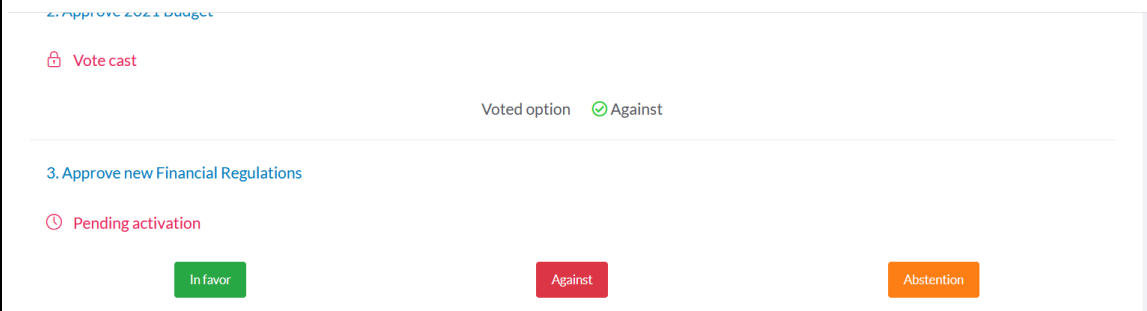
After pressing the desired answer a Delegate will be asked to confirm the selection:

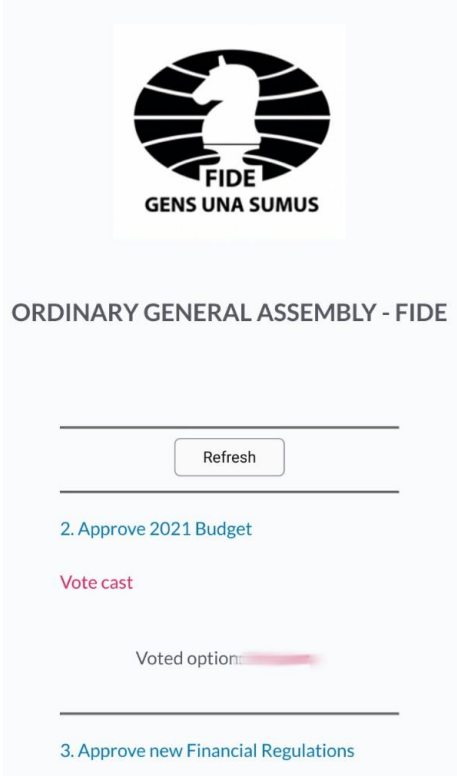


Vote is considered successful if a success message appears:



A delegate will be redirected to the main page with the list of all passed and upcoming questions with the status of the vote:



	<p>Mobile view:</p> 
	<p>All possible new questions for voting appear on the main page automatically. For purpose of help 'Refresh' button exists for mobile devices.</p>
	<p>In case a Delegate closed a browser it is required to go to his/her email and press the link to a voting system again. The Voting website will open at the stage when a page was closed. Mobile users should ensure they have the information how to switch between Zoom application and Voting website.</p>

Troubleshooting:

	<p>If you face technical problems during the session or in the course of preparations feel free to contact FIDE IT: FIDE IT will be present during the GA and can be contacted via chat in Zoom email: ratings@fide.com phone: +79276450501 Whatsapp/Viber/Telegram available</p>
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