

(Unverified Deepl translation)

ICEM Proposals for a virtual FIMEM 2020 GA3 Continuation

ACCOMPANYING DOCUMENT

Some suggestions for organisational rules for a virtual FIMEM GA

- All communication before the GA is done through the predefined list of GA participants.
- A short technical tutorial is sent a few days before the GA to explain the functions of the platform used on computer and smartphone: microphone, video, identity display, freehand, chat.
- After agreement within the AGV organising group, the list of GA rules is distributed in writing on the participants' mailing list and on the FIMEM website.
- The persons who are to take on particular tasks during the GA must be chosen preferably from the AGV commission, preferably from among the non-delegates and preferably in pairs in case of connection problems or other problems. They should not be chosen at the time of the GA but well before and must be approved by the GA (no opposition expressed).
- A period of 30 minutes before the beginning of the GA is devoted to the connection of participants and to greetings.
- Translators are chosen beforehand, preferably in pairs to take turns.
- The chairperson and moderator have a precise roadmap prepared by the board and the AGM commission. Their roles are to be precisely defined by the Board of Directors.
- The start time of the AGM must be respected in advance, except in the case of unforeseen problems that can now be anticipated, such as, for example, providing an alternative that is already ready in the event of a platform malfunction.
- The microphones are switched off before the start of the GA except for the GA president, the host moderator, the speakers, the translators, etc.
- The rules are briefly recalled and confirmed orally at the beginning of the GA.
- The 2 people in charge of giving the floor systematically give the list of the 3 or 4 people in the order in advance; designate the person who will speak and make sure that all speeches are translated into the other two languages (ask the translators if they hesitate or forget); work in conjunction with the moderators who act as a speaker's end according to the time given to anticipate and allow for synthesis and possible decisions.
- The speakers prepare their short speeches with translations in mind and indicate the end of their speech (saving time); no more than 3 minutes for a presentation. No more than 1 minute for an intervention.
- 2 facilitators, per pair, on a maximum of 2 points. It is the facilitator who gives the floor, who intervenes to lead without asking for the floor. If he or she wants to take part in the discussion, he or she asks to speak.
- Speaking time: once per person on a given topic (twice if there is time left in the time given for the point). You cannot speak on several points at the same time.
- Time given for each point, organised by the two facilitators, with all ideas or proposals put forward, then summary, if there is no consensus and if a decision is necessary, a vote is taken.
- Two time keepers are approved by the assembly (1 pair for a GA3 of 2H30). The facilitator announces the time to be devoted to the question being discussed. The time keepers announce the time at the halfway point and 5 minutes before the time elapses, indicating the accumulated delay in relation to the initial schedule. The chairperson and moderator decide on any necessary adjustments to the agenda items in the event that the timetable is exceeded.