Bulletin #1

Version 1.1

Annual Conference of the FAI Aerobatics Commission (CIVA) from 19th to 21st November 2021

To be held via the ZOOM online meeting system
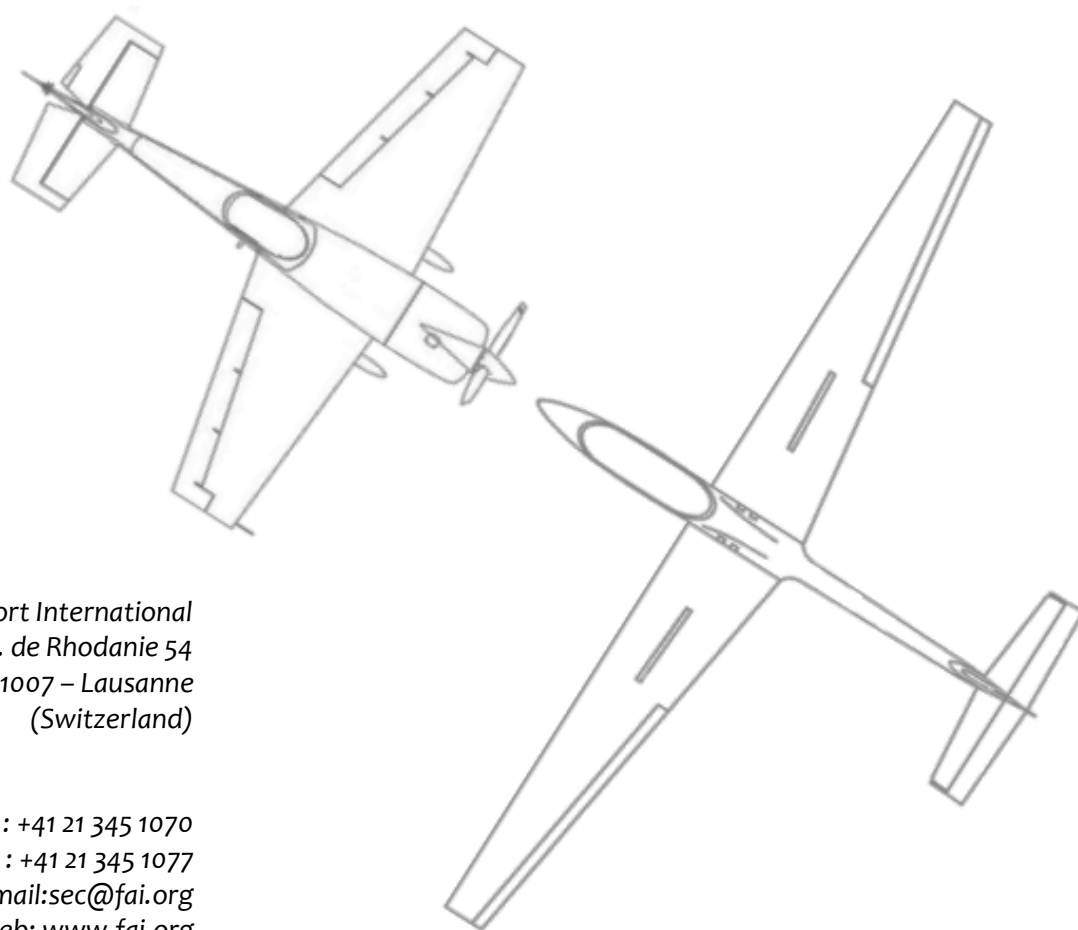
Schedule

The plenary conference will be conducted via the Zoom online conferencing system.

Date	Time	Event	Duration
Thursday 18ᵗʰ November	**15:00 UTC**	**CIVA Extended Bureau Meeting**	**2 hours +**
Friday 19ᵗʰ November	**15:30 UTC**	**Free discussion for all**	**2 hours +**
Saturday 20ᵗʰ November	**10:30 UTC**	**CIVA Plenary Meeting – session #1**	**2 hours +**
	15:30 UTC	**CIVA Plenary Meeting – session #2**	**2 hours +**
Sunday 21ˢᵗ November	**10:30 UTC**	**CIVA Plenary Meeting – session #3**	**2 hours +**
	15:30 UTC	**CIVA Plenary Meeting – session #4**	**2 hours +**

Registration

It is important for attendees to take a moment to register for this plenary. Please go to –

http://surveys.fai.org/index.php?sid=77328&lang=en

and complete the FAI form there, at the latest by 24:00 UTC on Wednesday 10th November.

Registration by delegates is essential in order that your votes are accepted as valid.

If you want to use a P**roxy Vote** for a non-present delegate this <u>must</u> be notified to and approved by FAI prior to the conference. You can obtain Proxy Voting forms from –

Christine Rousson: **sports-commissions@fai.org**

The registration process will help us to tailor our plan to match the expected requirements, and is essential to enable us to contact you prior to the conference with the Zoom session login details.

Important note! For reasons of security the conference Zoom session login details must <u>not</u> be communicated, distributed or published in any way at any time, especially via social media. This is essential to prevent unauthorised persons from joining and potentially disrupting the session. If this does occur the President will abandon the session immediately and circulate fresh details to people who have registered, to initiate a new session.

Proceedings during the online Zoom sessions

Each online Zoom plenary session will be established and managed by the CIVA bureau, and will commence in accordance with the schedule given above.

Audio

We will work throughout using the standard Zoom setting, i.e. not in Webinar mode. This will mean that the view-port of every participant will be visible to all others, and it is therefore essential that unless you are given approval to speak you should keep your microphone muted.

The transmission of unexpected comments and/or background noise can seriously interrupt proceedings, and if necessary all participants will have their audio stream muted by the President.

Presentations

To make the best use of this completely different conference environment –

- Speakers must always take steps to present their material in a brief and concise manner.

- The CIVA Management Team (CMT) will monitor requests to speak by participants, who will be able to communicate with our Requests Manager Peter Rounce by clicking the Zoom chat system icon at the foot of the screen and typing their name and country details into the text-box, with brief details of their intended question or statement.

- These requests will be monitored and handled strictly in chronological order.

- When you are called to speak please remember to turn ON your microphone to reverse the muting, keep your comments as brief and relevant as you can so they are strictly related to the subject being discussed, and avoid wasting time through off-subject exchanges. Failure to follow these principles may lead to your audio channel being muted by the President.

- Finally please mute your microphone again after giving your input.

Voting will be conducted as follows –

If an initial call for objections receives none then the matter will be deemed approved by acclamation.

Simple matters will be voted using the Zoom Poll system.

Significant items will be resolved by asking each delegate in turn to respond either Yes, No or Abstain, and the total of each will be announced back to the meeting.

If a secret ballot is demanded this will be dealt with using the Online **Election Runner** system.

If voting results in a tie then the least voted item(s) will be set aside and voting repeated until the required majority is achieved.

If debate on a topic has effectively covered the matter under consideration and additional constructive input is viewed as unlikely then a final vote may be called by the President.

Elections for CIVA Officers and Committees will be carried out as follows –

The CIVA secretaries will distribute a fully detailed pdf form to each delegate at least 14 days ahead of the meeting to enable them to submit the names of their nominees.

For these nominations to be valid in this election you must complete and submit this form to the CIVA secretaries (**civa-secretary@fai.org**) at least **3** days ahead of the first plenary session. The deadline for receipt is 24:00 UTC on Wednesday 17th November.

Voting to select the final names from those nominated will be carried out during session #4 on Sunday November 21st.

At this plenary conference, ad-hoc nomination of officials from delegates during the plenary will not be accepted.

Bulletin #1 v 1.1
August 26th 2021