

# CIVA 2021 Plenary Zoom Guidelines

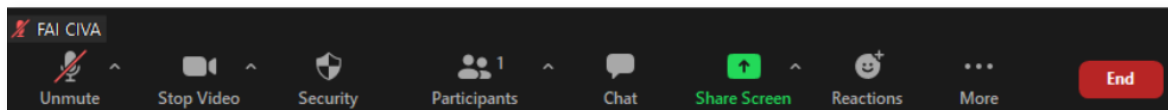
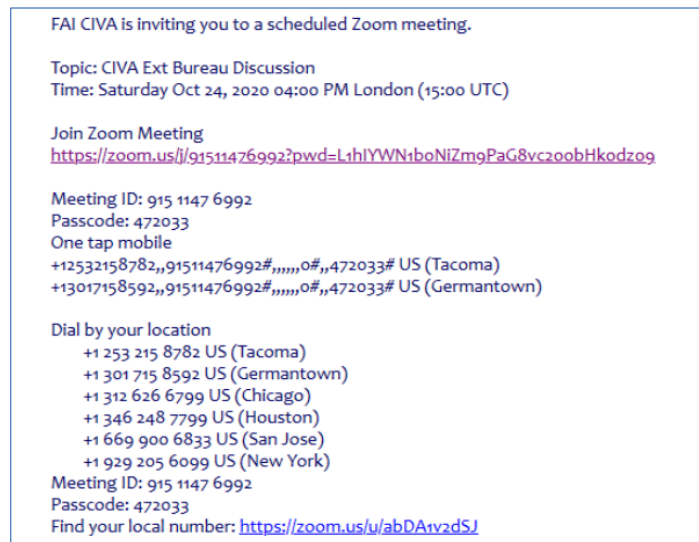


Dear Delegates and friends,

On Friday November 19<sup>th</sup> at 15:30 UTC we will open the first online Zoom session of the CIVA 2021 plenary conference. This initial session will be for free discussion of any matters of aerobatic interest, with minimal control so you can debate whatever you wish. I hope it enables you all to engage in a good level of exchange without having to abide by the protocols that plenary requires.

When working with Zoom a little preparation could be required. May I suggest the following -

- Open your internet browser and click this link to go to <https://zoom.us/>
- First-timers will be offered an option to download and install the Zoom app. Just follow the instructions
- We will email a link for each session to **everyone who has registered** about 24hrs in advance, like this ->
- Please **DO NOT** circulate these emails and links as this could lead to unwanted intruders at plenary
- When the start time for each session arrives – open the email and click the long link under **Join Zoom Meeting**, the Zoom app will open and you can join the meeting
- At the bottom you will see -



Before we start each session please make sure that your microphone is **muted** (with the red line through as above) so that unwanted sounds from your location can't get broadcast around the meeting - this can be intrusive and hard to locate

Each session will be run by me. Among those present each time will be -

- Hanna Rähkä and Zuzana Danihelová, the CIVA secretaries, who will look after general administration and vote management etc.
- Peter Rounce, who will act as our “door-keeper” and keep a look out for people who wish to speak (to make this known - raise your hand or click "Reactions" in the footer bar and use the Hands Up symbol). Pete will keep me informed as I may not notice your request

Each session will also be live-streamed on our facebook page at World Aerobatics

Join us on Friday 19<sup>th</sup> at 15:30 UTC to test the above in preparation for Saturday plenary session #1 which will start at 10:30 UTC

Kind regards,  
Nick Buckenham, CIVA President