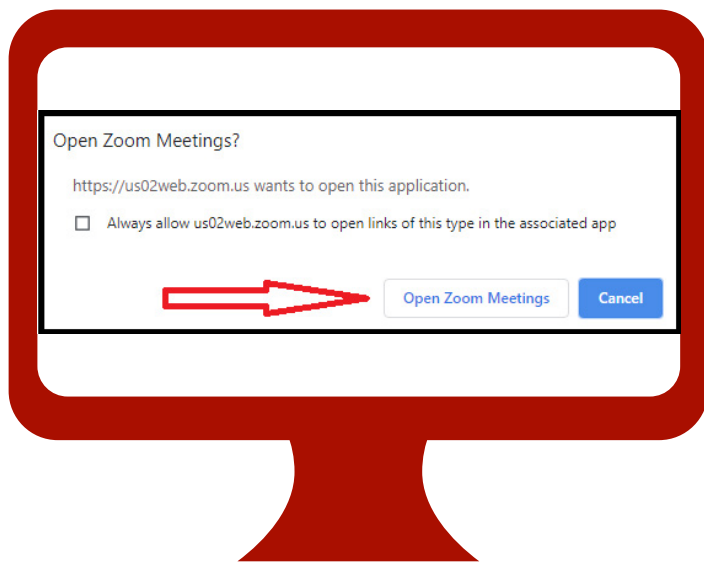# 44TH ASÍ CONGRESS
Digital Congress through Zoom

Alþýðusamband Íslands

Keep in mind

- You can connect to Zoom through a computer or a smart device, e.g. phone or tablet.

- Your internet connection needs to be stable.

- You must have a speaker/headphone. There is usually a built-in speaker in computers and smart devices. You can also use the small earbuds that come with many smart phones.

- It is good, but not necessary, to have a webcam. There is often a built-in camera in computers and smart devices.

- All meeting participants are automatically muted in the meeting, to prevent unnecessary noise. The Congress Speaker alone can unmute participants, and they will only do so if people are invited to speak.

Joining the meeting

We recommend using one of the following browsers: **Google Chrome**, **Firefox** or **Safari**.

Further instructions **click here**.

When you enter the meeting, you need to make sure that your full name and your union (abbreviated) are displayed. That will allow the Congress staff to verify that you are a legitimate congress delegate.

1. A Participants bar will appear on the right side of the screen. ...

2. Click on the **Rename** button that will appear after you click on the **More >** button.

3. Enter your new name in the **New Screen Nam**e field and be sure to have the **Remember my name for future meetings** checked.

Your name should look like this:
Name – Trade Union (or abbreviation)
Example: Halla Gunnarsdóttir - ASÍ

It is important to arrive in good time - the Congress opens at 8:30

Asking to speak

To raise your hand to speak, 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.

The Congress Speaker will be notified when someone raises their hand, in the right order. If you need to send a message to the Congress Speaker, **you can tap on Chat**, and write your message there. **The chat channel will only be open for messages to the Congress Speaker**.
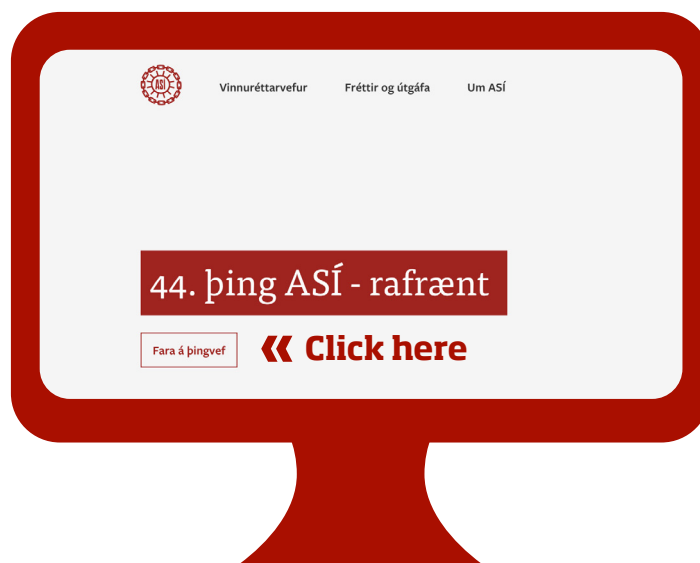
Interpretation

The Congress will be conducted in Icelandic and interpreted (using spoken interpretation) into English. If a person wishes to address the Congress in English, they will be interpreted into Icelandic. To select interpretation, **click the globe symbol at the bottom of the Zoom window.** There, **select English** for English interpretation, and **German for Icelandic** interpretation (due to limitations of the program). If you only want to hear the interpretation, select **mute original sound**.

Audio and video

In the bar at the bottom of the Zoom window, **you can click the video recorder symbol to put your camera on or off**. **If you click the microphone symbol**, you can select which microphone and speaker you want to use.
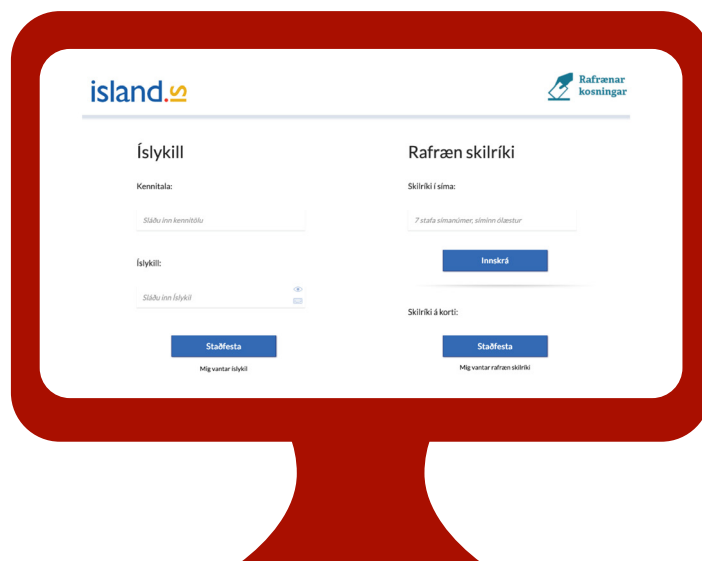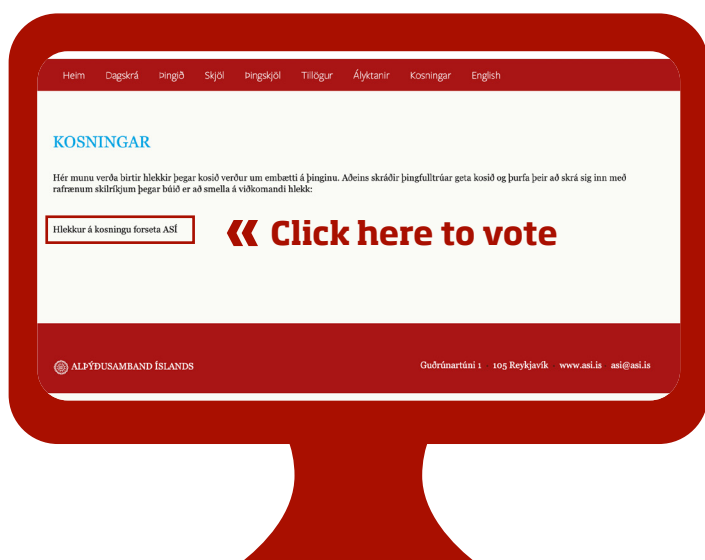
Meeting documents

All meeting documents can be found on the **ASÍ Congress website**. Go to **www.asi.is** and click on **Fara á þingvef** – see image below.

Vinnuréttarvefur   Fréttir og útgáfa   Um ASÍ

44. þing ASÍ - rafrænt

Fara á þingvef   **«** **Click here**

Heim   Dagskrá   Þingið   Skjöl   Þingskjöl   Tillögur   Ályktanir   Kosningar   English

Click here to vote

RÉTTLÁT UMSKIPTI

44. þing ASÍ

21. október 2020

Rafrænt þing

You will then enter this page and you will find all relevant documents at the top of the page – **inside the white frame**.

Voting

At the time of voting, the Congress Speaker will notify participants and publish a **link in the chat window. A link will also be published on the ASÍ Congress website**. Only the relevant link will be available for each vote. If the vote is for the President of ASÍ, a link will appear as shown in the image below.
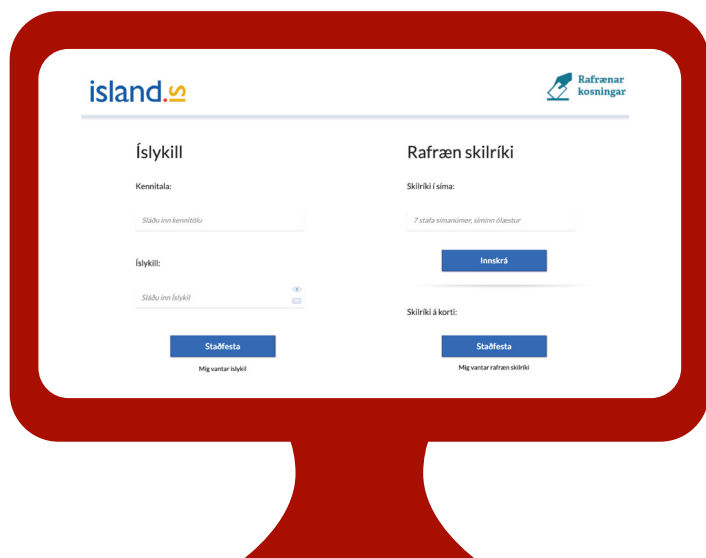

When you have selected a link to the relevant vote, you will be asked to sign in using a digital certificate (rafræn skilríki), or the Ice Key (íslykill). **This window will open, and after you sign in, you will be presented a ballot**. When you have selected an option, tap "Kjósa". You can vote as often as you like, the last bote you cast will be the one that counts.

To authenticate, you can use the IceKey password or digital certificate on your smartphone or smart card. You will need to do this for each vote, to ensure security.

The vote for President, Vice-Presidents, and Central Committee will take place alongside other agenda items, and the Congress Speaker will notify participants of when they start and end. Each vote will last 10-15 minutes, which should be plenty of time.

All votes will be electronic. A link to the relevant vote will be published in the chat window, and the Congress Speaker will notify participants.

About authentication with digital certificate or Ice Key

If you want to use digital certificate, you type in your phone number in the **Phone certificate** box. Then you press **Login**. On your phone you will be asked **for the pin** for your digital certificate in your phone. If you are in the voting registry, you'll then see a ballot. If your digital certificate is not active, you can get it activated at the nearest bank.

If you want to use the IceKey password, you type your **kennitala** in the relevant box and your **Íslykill password** below. Then you click **Login**. If you are on the voting registry, you'll then see a ballot.

- If you don't have an active Íslykill password, you can get one by clicking **I need an Ice Key**.

- You must then **enter your kennitala** and **choose to have the key sent** to your internet bank.

Helpline

In case of any problems, call us at tel. 535 5600, and we will try to solve the issue.