

2020 ITF VIRTUAL CONFERENCE & AGM

20-21 November 2020

ITF CONFERENCE & VIRTUAL AGM

The virtual Meeting enables nation association' official delegates to attend the AGM on 21 November (and Finance & Governance Conference on 20 November) using an online platform allowing participation, questions and voting in real-time.

The Meeting will be webcast with video and audio available allowing delegates to listen, watch and view slides simultaneously. The meeting can be accessed from any internet enabled device, but it is recommended this is done from a PC or laptop, with a USB headset with microphone.

The meeting will be in English and interpreted simultaneously into French and Spanish. Official delegates can select their chosen language for audio.

DELEGATE COMMUNICATION

As required by the Constitution, official delegates will have the ability to address the meeting verbally by clicking a 'Request to speak' button. Once a delegate has been selected to speak, they will be seen (if they have enabled their video) and heard by the meeting.

VOTING

Each national association's nominated and verified voting delegate will be provided with a unique log in for the voting platform. Delegates with voting rights will be able to cast their vote in the same way as at an in-person AGM, either via a pre-downloaded mobile app or web browser.

The unique log in will only work on one device at any one time. If you are the voting delegate for your national association, this log in is confidential and must not be shared with anyone else. For this reason you must provide your own email address at time of registration and not a generic federation address.

TRAINING WITH VIRTUAL SOFTWARE

On 9 & 10 November, we are hosting 4 delegate practice sessions with the software that will be used for the AGM & conference sessions.

This is an opportunity for delegates to check their web connections, video and audio capabilities, and have a practice run through with the voting technology if they are the voting member for their nation.

VIRTUAL DELEGATE REPRESENTATION (ITF Constitution: Articles 13(b), (e) and (f))

TWO delegates (max)	for Class B Members / Class C Members / Regional Associations
THREE delegates (max)	for 12 Share Members only
ONE observer	for Recognised Organisations / Tier 1 Foundation Members

Please note, observers will be able to actively participate in the Finance & Governance Conference and will receive a link to view the AGM online (without the possibility to participate verbally in formal proceedings).

GENDER BALANCE:

ITF encourages nations to register one male and one female delegate to ensure a gender balanced delegation.

For 2020, observer requests will be considered for a third person ONLY if nations have one female and one male delegate registered.

REGISTRATION LINKS:

[DELEGATE REGISTRATION CLICK HERE: National & Regional Association registration](#)

[OBSERVER REGISTRATION CLICK HERE: Recognised Organisation, Foundation Members & Observers](#)

AGM PREPARATION & IMPORTANT DATES:

Date	Time (GMT)	Event	Details
14 September		Registration opens	
21 October		AGM Agenda circulated	
6 November	17:00	AGM Registration closes	
9-10 November	Various	AGM software practice sessions for delegates	Choose 1 option during registration.
w/c 2 November		Voting log in issued by email	These will come from an independent company, following verification of the voting delegate during the registration process.
20 November	11:00 & 16:00	AGM Conference: Finance & Governance	The session will be repeated twice in the same day to allow for time zones
21 November	11:00	ITF Virtual AGM	Approximate duration: 3 hours

ITF2024 WEBINAR SERIES

In the lead up to the ITF Conference and AGM, a series of webinars will be held throughout October and November to update nations on the latest developments in the ITF2024 strategy.

Further information on this will be circulated in the coming weeks.

PUBLIC VIEWING of the ITF AGM

A general link (without participation options) will be distributed so that anyone can follow the AGM proceedings. This link will provide English audio only.