

## ALL THE VOTING AND CHANGE/NEW PROPOSALS TO THE CASES AT THE ANNUAL MEETING WILL HAPPEN VIA THE GOPLENUM PLATFORM

You will receive an SMS well in advance of the annual meeting with login info for GoPlenum. We ask everyone to register in GoPlenum in advance of the meeting day so that we can resolve any issues that might come up. We also recommend everyone to take a look at the system before the meeting starts.

To register you just have to follow the link you will receive in your mobile phone. GoPlenum can be used on your mobile phone, as an app, or on your web browser (not internet explorer) via <https://saih.goplenum.com/start-side>. **We recommend that you register through the website.**

The annual meeting begins with a series of formal votes, so it is very important that GoPlenum works for everyone at start-up, otherwise this will delay the meeting. We will have a quick review of how GoPlenum works at the pre-meeting on Thursday night and at the start of the annual meeting.

In GoPlenum you can see all the case documents and attachments under each case, all proposals up for voting, and the list of speakers.

You can ask for the floor via GoPlenum and follow the speakers list to know when it's your turn. The moderators will also announce this information orally. You do this by clicking on the "conversation bubbles" button at the bottom right of the screen. From the "conversation bubble" at the bottom right you can:

- 1. remove yourself from the list of speakers (if you have asked for the floor)**
- 2. ask for the floor**
- 3. ask for reply**
- 4. ask for a reply to a reply**

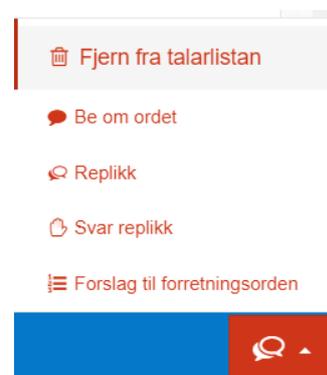
You will be then placed on the speaker list and you will see your own status at the bottom of the blue line.

Before every voting, a "call/opprop" will be made where everyone with the right to vote will be asked to enter a code that will be displayed at the meeting's main screen. This is for the moderators to know who is ready to vote. Those who "check-in" when the call is made will be the only ones allowed to vote. This way we will make sure that everyone who is present and participating in the meeting gets to vote without having to unnecessarily wait for people who might be absent.

Voting is anonymous and it is not possible to find out who voted what, only who voted.

In all cases the result will be displayed on screen. Results from elections however will not be displayed on the screen, instead the moderators will announce the winners.

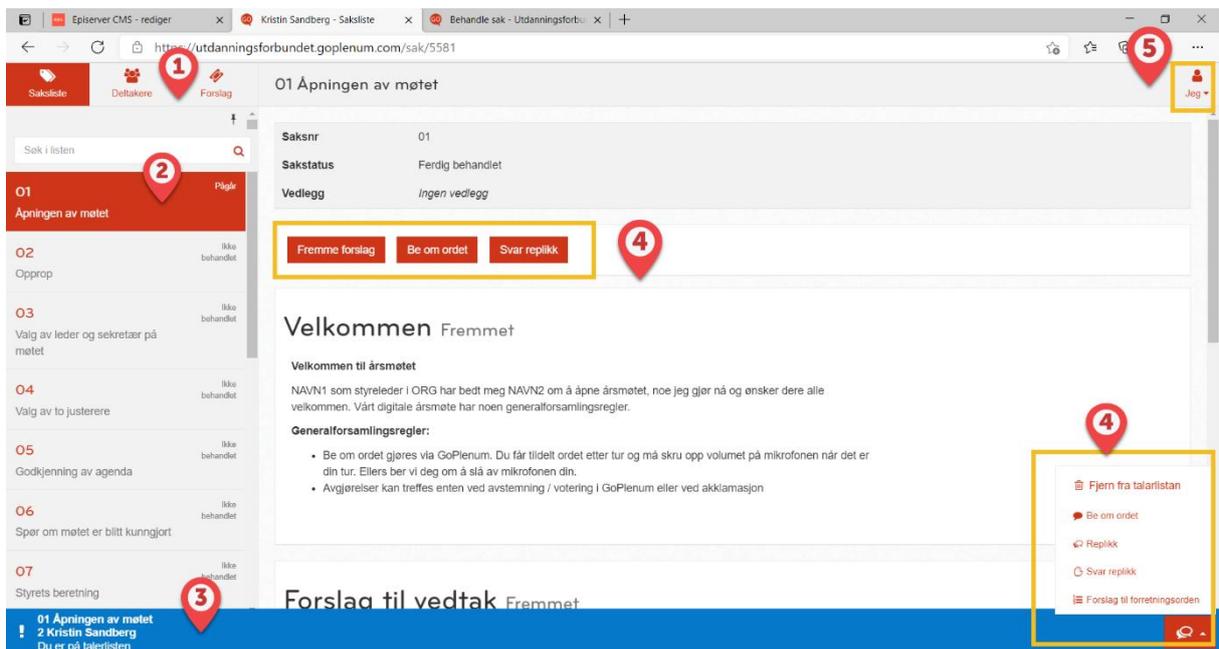
The system is quite intuitive, but should you experience any problems during the meeting, you can send an e-mail to [am@saih.no](mailto:am@saih.no) or contact one of the members of the executive committee in order to receive assistance.



Below you find some more details, taken from Utdanningsforbundet's website, on how the platform looks (in norwegian).

### Hvordan navigere på skrivebordet

1. **Faner** for forskjellige visninger
2. **Saklisten** - med status
3. **Menylinjen** som viser hva som skjer i møtet akkurat nå, og om du står på talerlisten.
4. **Talerlisten** - be om ordet, replikk, svarreplikk eller til dagsorden.
5. **Jeg** - innstillinger



### Faner

- **Saksliste** - oversikt over sakene og forslag i saken - med status.
- **Deltakere** - oversikt over deltakerne/ delegatene med navn og delegatnummer.
- **Forslag** - oversikt over forslagene dine med status.
- **Fravær** - denne bruker du for å søke om permisjoner.

