

Online Conference Plan

Technology :

- Hosted via Zoom
 - The host of Zoom meetings can mute everyone's mic and set it so that only they can unmute members
 - When members want to speak they need only message the host who will unmute them at the appropriate moment
 - This is the system LYMEC used for Congress and it worked very well
- Online voting via OMBEA*¹
 - Allows for completely anonymous voting, even from the chairs of conference
 - One off cost to use for a month, so will cost the same no matter how many votes we need to take, and the length of conference will not affect the cost

*¹ The FCC are developing their own system for an integrated conference and voting, we have the offer to use if ready in time

Timetable:

| Deadline | Date | Notes |
|--|--------------|---|
| Announce | 15th May | |
| Drafting | 31st May | 2 weeks prior to motion deadline |
| Policy motions Business motions Constitutional Amendments | 17th June | Required to be 30 days before conference opens |
| Amendments | 3rd July | Required to be 14 days before conference opens |
| Registration | 13th July | Closing before conference so there is a chance to check that everyone is a YL and raise any licensing agreements if needed |
| Emergency Motion | 13th July | Deadline will be end of day (midnight), to work with the required 72 hour prior to conference deadline |
| Conference Opens | 17-18th July | We won't know how long the conference will be until we know how many policies we receive. So I've only chosen an opening date. With the plan to add extensions if needed. |

Duration options: (varies depending on motion numbers)

1. Host conference over one weekend
2. Host evening events leading upto the weekend with each night focusing on a different theme of policy, e.g. education motion on Tuesday, healthcare on Wednesday, etc.
3. Host conference over two weekends

Registration:

- Have all attendees sign up for conference with their membership number and email
- Links will be emailed to those registered likely the day before
- Registration will close the Monday before conference so that all the membership numbers can be check and approved
- We may also include some questions to gather membership data in the registration form

Content:

- Motions and amendments
- Training sessions - currently planning three
- Speakers - tbd who
- Social event on Saturday event, likely a quiz or games night