



**The WMA  
220<sup>th</sup> Council Session  
Paris  
goes hybrid**

A briefing for attendees

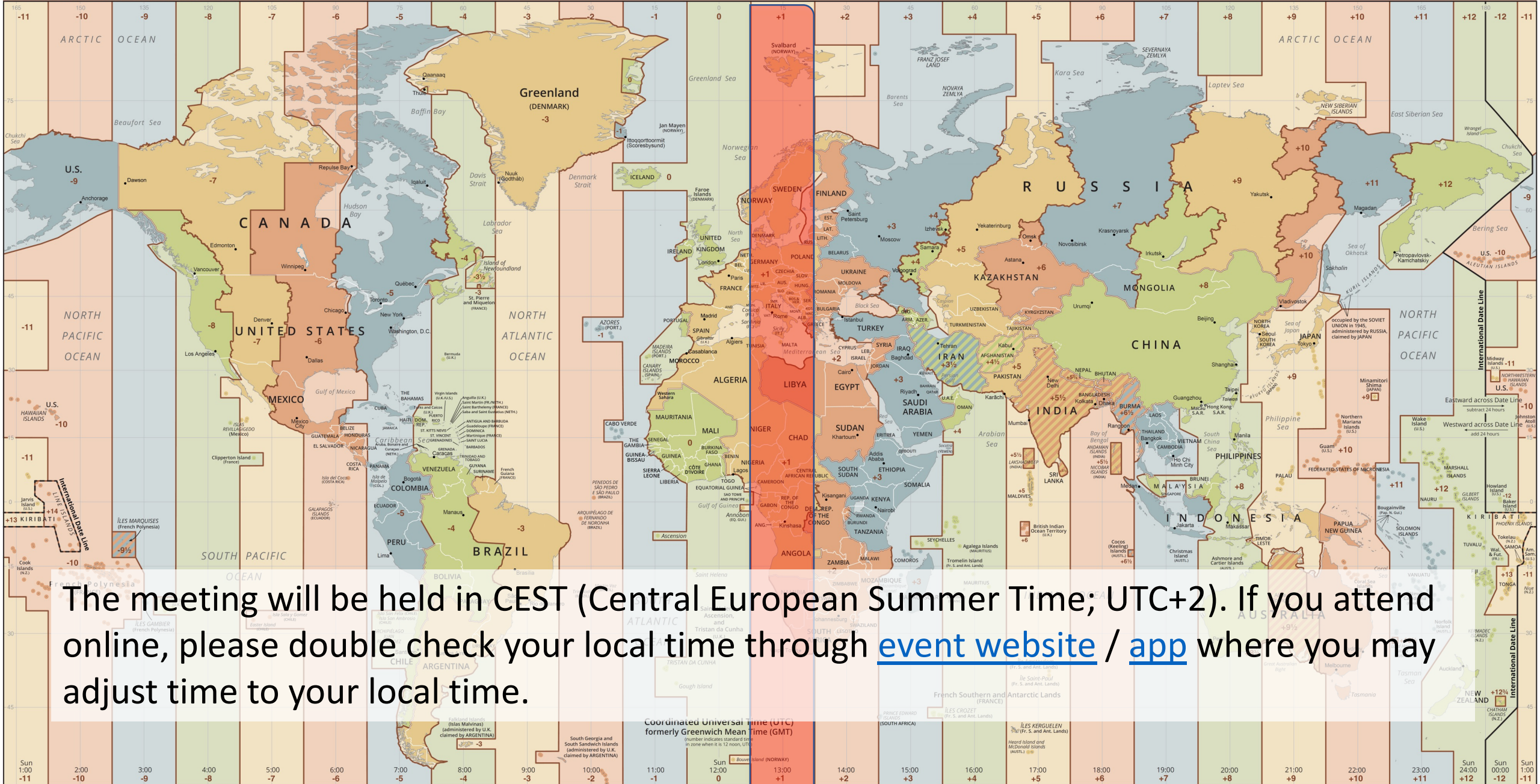
**7-9 APRIL 2022**  
**PARIS, FRANCE**



**220<sup>TH</sup> WMA**  
**COUNCIL SESSION**



# STANDARD TIME ZONES OF THE WORLD



The meeting will be held in CEST (Central European Summer Time; UTC+2). If you attend online, please double check your local time through [event website](#) / [app](#) where you may adjust time to your local time.

Boundary representation is not necessarily authoritative. WEST Subtract time zone number from local time to obtain UTC. EAST Add time zone number to local time to obtain UTC. 18-5386 5-18

# Sanitary information for in-person participation

- We expect the participants to be fully vaccinated against SARS-CoV2.
- Wearing an FFP2/N95 mask covering mouth and nose is recommended in the meeting room and all public rooms.
- We expect the participants bring their own masks.
- Hydroalcoholic gel will be available.
- [Rules in France for Isolation, testing, attending events](#) (Please note: These are not the rules for immigration)
- Checkout more details as well as nearby PCR test centers [at our event website](#).

# Logistic information for in-person participation

- CNOM invites all participants to a **Friendly Cocktail Dinner on 6 April at 7 pm** at the foyer of Normandie room (B1) of the Hôtel du Collectionneur. Please sign up through [registration page](#) by clicking “already registered”!!
- Checkout all other social events as well whether you signed up!
- AMA (American Medical Association) invites the participants who arrive already on (or before) 5 April to a **Welcome Back Reception at La Table Room of the Hôtel du Collectionneur on 5 April at 6 pm to 7 pm**. Please join!
- Dress code for the meetings and receptions/dinner on 5, 6, 7 and 8 April is “smart casual”, and for the tour and informal dinner on 9 April is “casual”.
- All participants will a badge with a QR code at the back. Please wear your WMA badge all the time. You will get the bracelet as well at the registration to identify you are fully vaccinated. No one will be admitted to social events with out badge and bracelet.

# Logistic information for in-person participation

- On 6 April, if you attend the pre-council WG meetings which will take place at the CNOM office, please register in “Salle d’accueil” at the [CNOM building](#) (1<sup>st</sup> floor) before going to your meetings.
- From 7 April, all meetings will be held at the Hôtel du Collectionneur in Normandie room (B1). Registration desk can be found in the foyer.
- Secretariat will be located at the CNOM “Room 509” (5<sup>th</sup> floor) on 6 April. To access to the 5<sup>th</sup> floor, please ask the WMA staff in “Salle d’accueil” at the CNOM building (1<sup>st</sup> floor).
- From 7 April, the secretariat will be in the room next to the Normandie room (B1).

# Checklist for online participation

- Make sure that you are registered for the meeting.
- Non-registered persons will not be able to follow us.
- A laptop or desktop computer with sufficient internet bandwidth to run video chats.
- Ideal: a second screen or use a mobile device to run the [CrowdCompass app](#) for general information or voting with NemoVote
- Webcam and microphone – please use a headset
- A place with low background noise
- Lightsource from the front - reduce backlight
- Download the conference documents upfront
- Familiarize yourself with the browser-based voting platform [NemoVote](#) (Council members and Additional Standing Committee members only)
- Bookmark the [Conference Website](#)
- Install the [CrowdCompass app](#) by Cvent on the mobile system(s) you will use: Type “220<sup>th</sup> WMA Council Session, Paris 2022” in the search bar

# Steps to get online

- Begin preparation before the Council Session – Participate in the test session on 6 April at noon UTC! [Please check your local time here](#). If you are not available, please connect 30min before the meeting starts on 7 April.
- Make sure that you have a good internet connection.
- Have a look at the WMA 220<sup>th</sup> Council Session information in the [Conference Website](#) and the mirroring [CrowdCompass app](#). You can use a mobile device as an adjuvant system e.g. for voting or display of text.
- Connect to [Conference Website](#) and/or the [CrowdCompass App](#) for information, schedules and navigation before and during the Sessions.
- Familiarize with the [Zoom instructions](#). **Zoom** is the main conferencing system we will use.
- If you are a voting delegate please read the [NemoVote instructions](#) on how to vote.

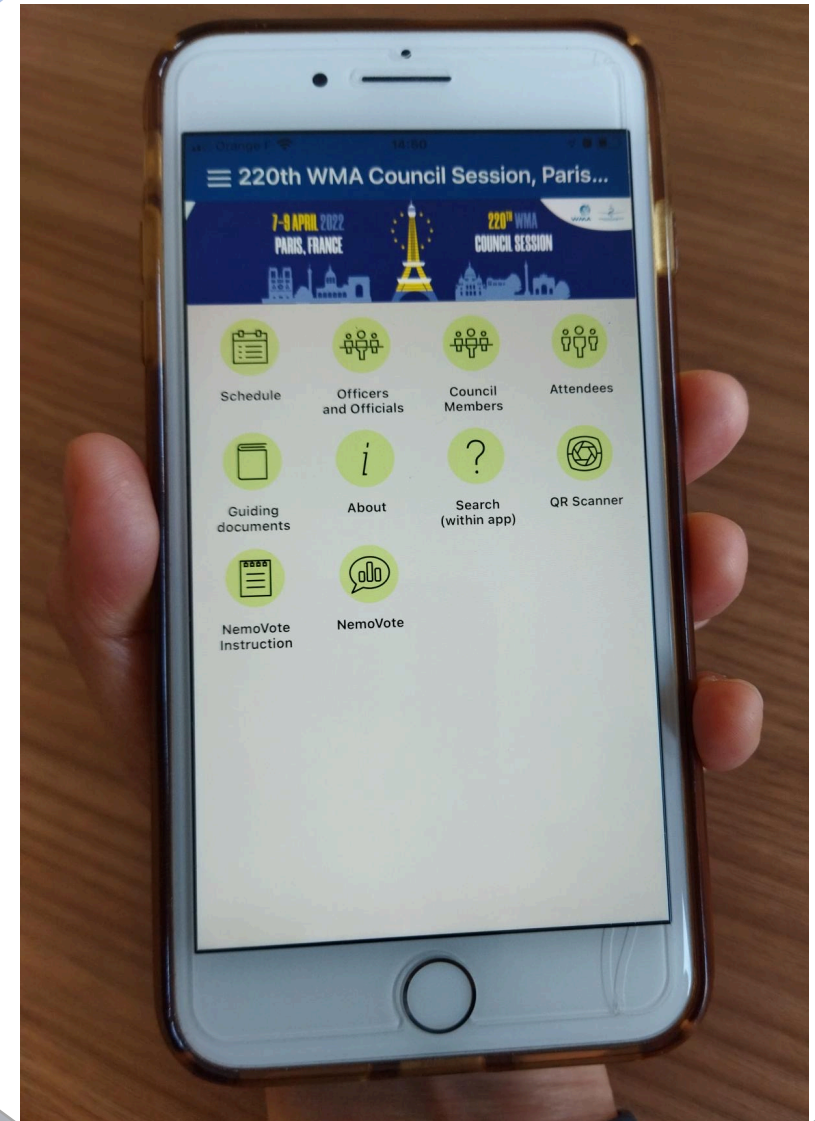


# When it Comes to the Sessions

- If you wish to make final editing suggestions, you should send them to the WMA Secretariat 48 hours prior to each session. Please remember motions can only be made by council members. So please make sure that a Council Member is prepared to move.
- **For online participants**, cross check for your local time when the session starts – remember times are given in Central European Summer Time **CEST** – not your local time. You may wish to adjust the CrowdCompass app to your local time zone, otherwise [please check your local time here](#).
- **For online participants**, please log-on to zoom at least 15 min before the session starts. The direct link to each session will be available from the CrowdCompass App/Conference website.

# The Council Session Website and the CrowdCompass App

- The Registration system will send you a link to download the CrowdCompass app and to verify your registration.
- The [CrowdCompass app](#) and the [Conference Website](#) help you to navigate the event, to reach the documents, to access the session and (for committee/council members and voting delegates) to reach the voting platform.
- We recommend to log-in to **Conference Website** through your browser on the same computer you will use to participate in the meeting. This will give you facilitated access to the sessions and the voting platform.



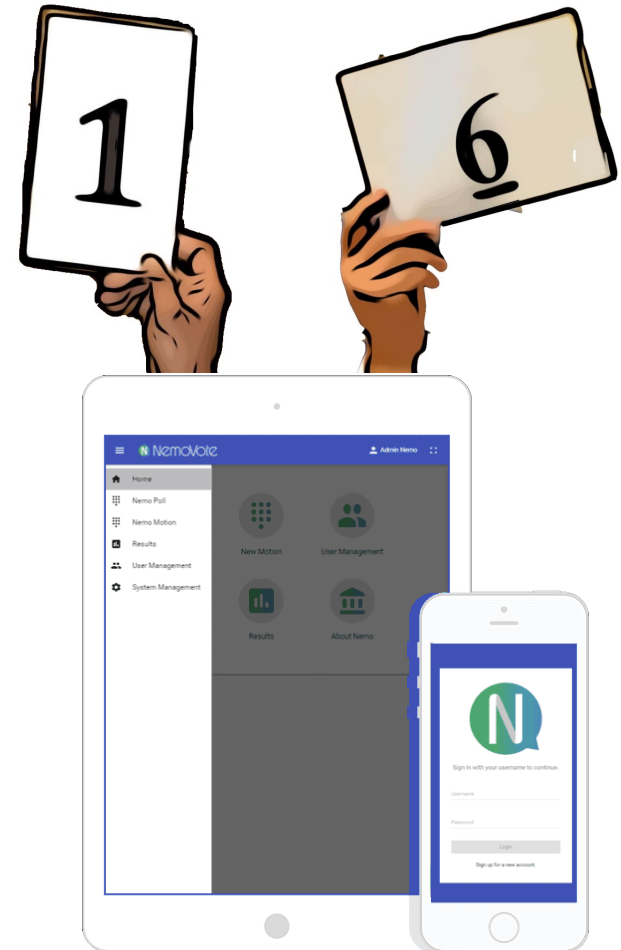
# Zoom is the Main Conference System

- For online participants, Zoom is a conference platform which provides multilingual conferences and events.
- Be online and connect 15 min before the session starts
- Please no small talk! We need this period to sort out last technical problems
- Make sure you have a good internet connection use a headset whenever possible
- You can raise a virtual hand in order to speak and you can use the chat-function to address the Chair to make a point of order
- Make use of **the test session on 6 April at 2pm CEST, i.e. noon UTC**. Zoom link can be found in the Conference website / app.

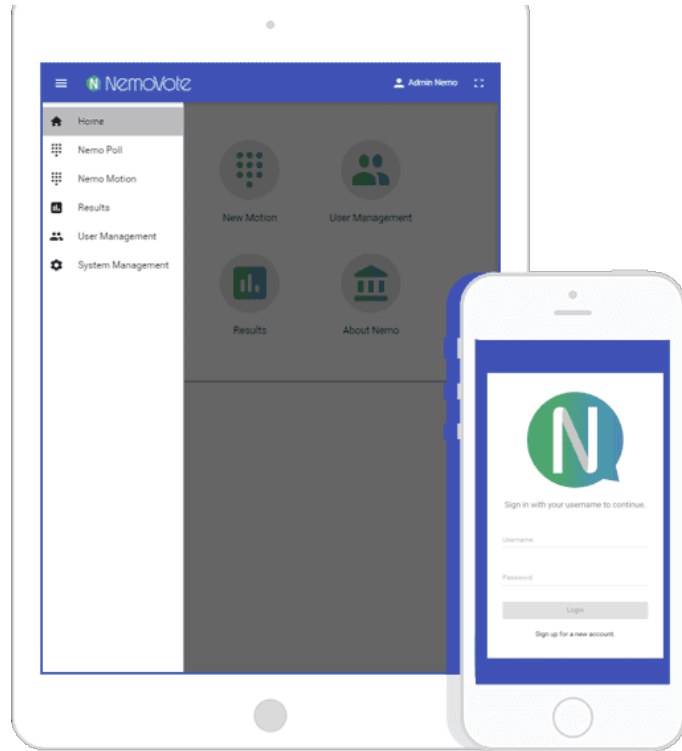


# Voting during the sessions

- During Council and Committee Sessions Council Members have the right to vote, and Additional Standing Committee Members have the right to vote in their designated committees.
- The [Conference Website](#) or the [CrowdCompass app](#) will guide those eligible to vote to the browser-based voting platform NemoVote.
- At Council and Committees, each vote has the same weight.

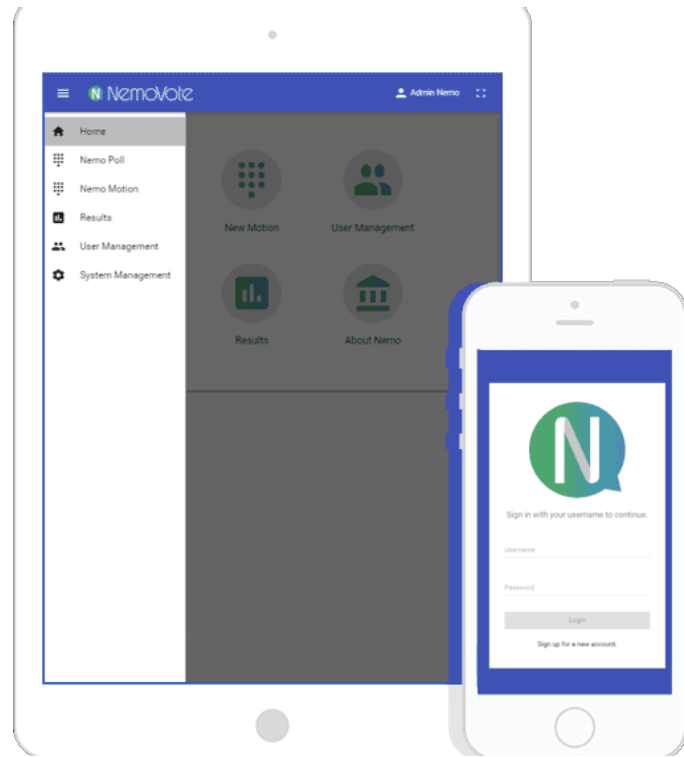


# Voting during the sessions II



- During our sessions when motions are being put to the vote, the Chair usually asks who is in favour and who is against and he or she may ask for abstentions.
- In order to save time during the online sessions the Chair may reverse the order and ask the Council Members (in Council or Committee) or the designated voting delegates for objections first. **At this point only those allowed to vote at this specific session may speak.** If there is no objection, the motion is accepted, if there is and the opposition cannot be cleared immediately, the Chair will start the online [voting with NemoVote](#).

# Voting with NemoVote



- NemoVote must be opened in a **browser window** with the link and the voter credentials you have received from the secretariat. (Non voting attendees will not be able to log in.)
- Once you are logged-in, you will be informed on the screen when there is a new vote open for you. You than can vote and confirm your vote. **Usually the vote will be open. Only on request (see statutes) and during the elections the vote will be confidential.**
- If enough time has passed the chair will close the vote and announce the result. (Voters will see it on NemoVote as well.)
- After that you may have to refresh the screen in order to be prepared for the next vote.

# Guides Available

Meeting Documents Depository - Users Guide

Overview of WMA Parliamentary Procedures

Council and Committee Chair Orientation Guide

New Council Member Orientation Guide

Instruction on Event app and Zoom platform

Voting with NemoVote

These guides are likewise available on the [Conference Website](#) and the [CrowdCompass App](#)

# Contacts in case of technical problems

- In case of problems with NemoVote:

Mr Florian Tischler [f.tischler@nemocontra.de](mailto:f.tischler@nemocontra.de)

- In case of problems with Zoom, CrowdCompass and general issues:

[secretariat@wma.net](mailto:secretariat@wma.net)



*Caring,  
Ethics,  
Science*



[www.wma.net](http://www.wma.net)