IUSY World Council 2022

Albania, Tirana

Open Slides

Tips for Delegates
1. Technical requirements

In order to be able to follow a meeting with OpenSlides, current and security-maintained browsers should be used: Chrome, Edge, Brave (deactivated with Shields), Firefox.

Older versions, especially the Safari browser, can cause problems. The same can be observed with other mobile browsers.

We therefore recommend using a desktop PC or notebook for the conference.
If this is not available, make absolutely sure that the above browsers are up-to-date on the mobile devices. Note that the view may differ slightly on mobile devices.

A stable internet connection is also important to ensure your participation at the meeting.

Help - I can't log in!

1) Come to the registration.
Check if you have the correct url: https://iusy.openslides.com

2) Check if you have correct login details if you have any issue with your password, use the reset password function and check your email (check spam folder).

3) Issues with the browser
After system updates, the browser may still have too much old information saved.

- Option A: Reload with Ctrl + R or (Fn) F5
- Option B: Empty / delete cache (under browser history)
- Option C: Open application in private tab / incognito tab / in private mode
- Otherwise: Consult in-house IT because of restrictive browser settings
Or: test another browser / device, restart

The versions with the minimum browser requirements: (as of 2021/03)
- Chrome 89 ('Google Chrome' or 'Chromium')
- 'MS-Edge': 89
- Firefox 86
- Safari 14
- Opera 74

Chrome and MS Edge are currently preferable in principle, since Safari and Firefox do not comply with all applicable standards.

How to register presence?

During the Council 2022 in order for delegates to take part in the meeting they will need to register their presence. This is done with just a simple click on "Present" (as presented in the photo below). You can only participate in elections and voting if you are Present!

Click on the down arrow next to your name in the menu bar. The left side column expands and includes the personal settings area for your profile (see photo below).
2. **How to access the Booklet of Resolutions?**

On the left menu, click on Files. Booklet of will be available there. You can download the folder or multiselect clicking on the three dots, on right on the top.

3. **How to vote?**

As an official delegate from a Full Member Organisation with voting rights, you will be able to submit your vote from **Autopilot**. Click on the proposal the Admin are putting for vote. When the Admins will open the vote voting box will appear.
You can cast your vote by clicking on the **yes, no or abstention** button. Check the graphics below for more information.

*You can only participate in elections and voting if you have confirmed your presence during the Roll Call!*

**Help - I cannot vote / vote!**

If you are an official delegate from a full Member Organisation with voting right, AND have took part in the roll call - and still cannot vote, please try the following options:

- Soft refresh (arrow key in the browser, F5 on the keyboard)
- Hard reloading with the keyboard shortcut Ctrl + R
- Back to the start page (by clicking on the logo in the top left)
- Select the direct link via menu> Applications or> Elections
- Log out, log in again
- Restart your browser
If you can’t access the voting from the Autopilot click on Motions in the menu on the left, you will get an overview of all the proposals up for vote. You can also use the Sort button to display the motions sorted according to agenda items or motion number (identifier).

4. How to request the floor?

If you wish to request the floor you can add yourself on the list of speakers via the Autopilot (main screen) as soon as the co-chairs open the floor. Click on the ‘Add me’ button to request the floor for questions and comments, and ‘Point of order’ button only if you have to raise a point of order.

![Autopilot](image-url)
5. Glossary - motions and elections

**Attachments**: To save attachments to applications, upload them beforehand under > Files. Attachments can also be added later.

**Present**: In order to vote on an application, persons entitled to vote must be set to "present" (top left in the profile).

**Comment fields**: Use this function for additional information, explanations or further notes

a. > Requests > 3-point menu > Comment field > (+) Add > Define read and write permissions

b. The comments can also be displayed in the PDF export.

**Original version**: If possible, you should not change or adapt the original version of an application as soon as change applications are referenced.

c. In particular, the deletion of paragraphs or lines in the original request leads to an incorrect display if there are still existing references to change requests. These conflicts must be resolved beforehand.

d. To resolve these conflicts later, insert the relevant lines or paragraphs again, then delete the change requests (if this is consistent with their logic) and only then continue with further processing.

**Restore**: If you want to restore a deleted application

e. Enter the ID (serial number, not the application identifier) in the > Chronicle search