



**ONLINE!**

## **EJU Administration & Organisation Seminar 2020**

**& REHEARSAL FOR THE EJU ORDINARY CONGRESS in digital format**

ALL EJU Member Federations are kindly requested and strongly recommended to take part and benefit from preparations to the digital EJU Ordinary Congress and exchange of practical information related to judo events organisation at COVID times.

The participation is free of charge.

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### **When**

**Saturday, 7<sup>th</sup> of November 2020 14:30 - 18:00**

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### **Where**

Due to the SARS-COV-2 pandemic, the EJU Administration & Organisation Seminar 2020 will be held in a digital format via Zoom. The presentations will be run from Porec (CRO), times in the program are local times in Porec (Central European Time). It's **NOT** possible to attend the Seminar in Porec in person.

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### **Program**

14:30hrs	15:00hrs	Online registration
15:00hrs		Opening
15:10hrs	16:30hrs	EJU Congress Rehearsal (registration, voting, security)
16:30hrs	16:45hrs	Break
16:45hrs	18:00hrs	Administrative Matters
		COVID Safety rules and regulations
		EJU website update

All Federations are invited to propose questions or program points.

Program subject to change.

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### **Who should attend**

**ALL EJU Member Federations.**

We strongly recommend taking part in our rehearsal, using the same device and location as you are intending to use for the EJU Ordinary Congress, since this will also serve as a test for you. It is essential to make sure EJU National Member Federation Presidents are familiar with all procedures and their participation at the digital congress is smooth and comfortable.

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### **Contact Information**

**Emergency Contact:**

**Ms. Alla Hösl**

**0043 664 915 77 38**

**IT Emergency contact:**

to be announced later with the final program

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## Inscription

Please register by the link below not later than Tuesday, 3<sup>rd</sup> of Nov 2020.

<https://forms.gle/LSQaWCyz8icQZrmm8>

Please note that for every Federation **only one account** can take part. However, more persons can be in the room connected to the Zoom conference.

The link to the Zoom meeting will be sent closer to date.

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## EJU Fee

For the online seminar, no fee applies.

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## Technical requirements

### 1) Hardware:

- Laptop / PC / Mac
- Internet Connection: Minimum 3.0 Mbps (up/down)
- Webcam: Build-in or USB
- Operating systems:
- macOS X with macOS 10.9 or later
- Windows 10

Detailed system requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

### 2) Account

Sign-in and activate a Zoom account: <https://www.zoom.us>

### 3) Software:

Download latest Zoom App: <https://zoom.us/support/download>

Help document for new users: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

### 4) Room:

- Please use a room with privacy, avoiding unnecessary background noise.
- Please have your camera and microphone tested in advance.
- Avoid bright background light (uncovered window) opposite of the computer/camera.