



## Bulletin # 1

# Annual Conference of the FAI International Skydiving Commission (ISC) 2021



To be held via Zoom Conferencing  
January 2021

Ver. 02 17th December 2020

# ISC ANNUAL CONFERENCE 2021

The next FAI International Skydiving Commission (ISC) Open Meeting and Plenary Meeting will be conducted using the Zoom online meeting system.

Regrettably, the originally approved conference location in Bucharest, Romania, cannot be visited due to the COVID-19 pandemic. The ISC Bureau proposes that Romania be nominated as the location for the 2021 Plenary, subject to formal agreement by the Romanian Delegate and approval by the Plenary.

## 1. Schedule

DATE	TIME	EVENT	DURATION
Saturday 16 January 2021	11h00 UTC	Open Meetings, session #1	Approx. 3 hours
Sunday 17 January 2021	11h00 UTC	Open Meetings, session #2	Approx. 3 hours
Friday 22 January 2021	11h00 UTC	Plenary Day 1, session #3	Approx. 3 hours
Saturday 23 January 2021	11h00 UTC	Plenary Day 2, session #4	Approx. 3 hours
Sunday 24 January 2021	11h00 UTC	Plenary Day 3, session #5	Approx. 3 hours

Coordinated Universal Time (or UTC) is the time standard commonly used across the world. The world's timing centers have agreed to keep their time scales closely synchronized - or coordinated - therefore the name Coordinated Universal Time.

Translate UTC into your local time:

[https://www.worldtimeserver.com/current\\_time\\_in.UTC.aspx](https://www.worldtimeserver.com/current_time_in.UTC.aspx)

Open Meetings: Presentations, proposals and discussions for all participants.

Plenary sessions: Delegates, Alternate Delegates and persons invited by the Bureau. Voting only.

Closer to the date of the event we will circulate the login and password for each meeting session to all ISC Delegates, Alternate Delegates, Observers and officers who have registered as explained below.

We strongly advise / request that all attendees log on at least 15 minutes before the scheduled start time in order to overcome any technical difficulties, ask technical operating questions, and to ensure a punctual start to the meetings with time not wasted waiting for everyone to successfully arrive on site.

## 2. Registration

Registration is essential. It is important for attendees to complete the form at the end of this Bulletin and email it to [ipcgillian@gmail.com](mailto:ipcgillian@gmail.com) 24:00 UTC on 10 January 2021 in order to attend the meetings.

Registration by Delegates is essential in order for your votes to be valid.

If you carry a proxy vote for a non-present Delegate this must be notified to, and approved by, FAI prior to the conference, and details of the proxy must also be stated on your registration form. You can obtain Proxy Voting forms at FAI: [sport-commissions@fai.org](mailto:sport-commissions@fai.org) The registration process will help us to tailor our plan to match the expected requirements, and is essential to enable us to contact you prior to the conference with the Zoom session login details.

**Important note!** For reasons of security, the conference Zoom session login details must not be communicated, distributed or published in any way at any time, especially via social media. This is essential to prevent unauthorised persons from joining and potentially disrupting the session. If this occurs, the President will abandon the session and immediately circulate fresh details to people who have registered, to initiate a new session.

### 3. Proceedings during the online Zoom sessions

Each online Zoom plenary session will be established and managed by the ISC Bureau, and will commence in accordance with the schedule given in item-1.

#### Audio

It is intended to run throughout using the standard Zoom setting, i.e. not in Webinar mode. This will mean that the view-port of every participant will be visible to all others, and it is therefore essential that unless you are given approval to speak you should **keep your microphone muted**. Speakers will be organised to speak in an orderly manner. See below.

With the numbers expected, the transmission of unexpected comments and/or background noise can seriously interrupt proceedings, so if necessary all participants will have their audio stream muted by the President.

When joining Zoom, and when entering your personal details, please add your IOC country code ([https://en.wikipedia.org/wiki/List\\_of\\_IOC\\_country\\_codes](https://en.wikipedia.org/wiki/List_of_IOC_country_codes)) before your first name then surname (in CAPITAL LETTERS) eg:

FIN Timo LATIKKA

We thank you in advance for your cooperation in this matter.

#### Presentations

To make the best use of this completely different conference environment –

- Speakers must always take steps to present their material in a brief and concise manner.
- The ISC Bureau representatives will monitor requests to speak by participants, who will be able to communicate by clicking the Zoom chat system icon at the foot of the screen and typing their name and country details into the text-box, with brief details of their intended question or statement.
- These requests will be monitored and handled strictly in chronological order.
- When you are called to speak please remember to turn ON your microphone to reverse the muting, keep your comments as brief and relevant as you can so they are strictly related to the subject being discussed, and avoid wasting time through off-subject exchanges.
- Finally, you must mute your microphone again after giving your input.

### Voting will be conducted as follows –

- If an initial call for objections or abstentions receive none then the matter will be deemed approved by acclamation.
- Simple matters will be voted using the Zoom Poll system.
- Significant items will be resolved by asking each Delegate in turn to respond either Abstain, No or Yes, and the total of each will be announced back to the meeting.
- If a secret ballot is demanded this will be dealt with using a separate system.
- If voting results in a tie then the least voted item(s) will be set aside and voting repeated until the required majority is achieved.
- If debate on a topic has effectively covered the matter under consideration and additional constructive input is viewed as unlikely then a final vote may be called by the President.

### Election of Officials

In 2020 the following resigning officer is noted –

Alixandra Raymond, Recording Secretary

- For nominations to be valid in this election they must be submitted to [ipcgillian@gmail.com](mailto:ipcgillian@gmail.com) at least three days ahead of the first plenary session. **The deadline for receipt is 24:00 UTC on Wednesday 20 January 2021.**
- A check will be made on Saturday 23 January 2021 to ensure that nominees agree to stand for the stated position, at which stage withdrawals, if necessary, will be accepted.
- Voting to select the final name from those nominated will be conducted during session #5 on Sunday 24 January 2021.
- At this Plenary conference, ad-hoc nomination of officials from Delegates during the Plenary will not be accepted.

## 4. Registration Form

Organised by

**ISC Open Meetings and Plenary  
16-17 January and 22-24 January 2021**



The registration shall be sent in by the NAC

National Airsport Control (NAC):	
NAC Contact Person:	
Proxy votes held:	On behalf of NAC:
<b>Registration for</b>	
DELEGATE:	
Name:	
Mobile Phone number	
Email address:	
ALTERNATE DELEGATE:	
Name:	
Mobile Phone number	
Email address:	
OBSERVERS:	
Name:	
Mobile Phone number	
Email address:	
Name:	
Mobile Phone number	
Email address:	
Name:	
Mobile Phone number	
Email address:	

For office use – Proxies officially verified by FAI:

Note that the above details will be used during the conference to resolve any key matters of identification and eligibility. They MUST therefore be accurate for this time-frame.

Please complete this form electronically and email it to: [ipcgillian@gmail.com](mailto:ipcgillian@gmail.com)

*See note\**

If you need further information you should contact:

Gillian Rayner [ipcgillian@gmail.com](mailto:ipcgillian@gmail.com)  
Elisabet Mikaelsson [ipcelisabet@gmail.com](mailto:ipcelisabet@gmail.com)

*\*To ensure that the text the enter is captured in the pdf and sent to us*  
*1 Download the pdf and Save it to your computer*  
*2 Re-open it and enter the details*  
*3 Save it again to store the added text*  
*3 Email this final pdf as requested*