

HOW-TO-PDF GENERAL ASSEMBLY 2023

As at April 2023

HOW YOU CAN CONTRIBUTE IN THE 2023 GENERAL ASSEMBLY

The General Assembly 2023 takes place from 9 to 11 May. After a successful première last year, we would like to invite our members once more to a **hybrid General Assembly** this year and give them the opportunity to participate on site or digitally. By offering this modern event format, we want to allow as many members as possible to take part in the General Assembly in a flexible and comfortable manner. We are looking forward to seeing you there and exchanging views on many important topics!

Detailed information on how to register, ways to participate and schedule is included in your invitation and at www.gema.de/en/general-assembly/. In general, the procedure of the hybrid General Assembly will be based on the schedule of the on site event as far as possible.

In the following, you can read detailed information on each of the ways to participate that are available to you in the course of the hybrid General Assembly.

In the interest of better legibility, we will not differentiate explicitly in line with gender-specific expressions. Masculine forms chosen shall apply without restriction to all genders in the interest of equal treatment.

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TECHNICAL REQUIREMENTS TO PARTICIPATE DIGITALLY

To comfortably take part in the meeting digitally, we recommend a PC (Windows 10 minimum) or a Mac (MacOS Catalina minimum), with a camera and microphone and an internet connection of a minimum of 10Mbit/s download and 5 Mbit/s upload speed. You can check the performance and speed of your internet connection here, for example: <https://speedtest.chip.de/> or <https://www.speedmeter.de/>.

Please use Firefox, Chrome, Safari or Microsoft Edge in their latest version. **It is not possible to participate using Microsoft Internet Explorer. Please also use a headset if you want to submit spoken contributions via video.** We do not recommend to participate digitally via smartphone or tablet. If you have any questions, please contact the hotline listed on page 28.

TECHNICAL REQUIREMENTS FOR ON-SITE PARTICIPATION

So that you can comfortably take part on-site and in person, we recommend a state-of-the-art Android (minimum Android 10) or an Apple smartphone (minimum iOS14), or a tablet or laptop with the most recent browser version of Chrome, Firefox, Edge or Safari. You can easily connect to the internet via WLAN in the conference room. The access data is as follows:

Name of the network: GEMA_MGV

Password: MGV_2023


It is not possible to participate using Microsoft Internet Explorer.

WHAT'S IMPORTANT FOR YOU: To save money for our community of solidarity, we are reducing the number of devices you can loan on site this year. We therefore kindly ask you to bring your own smartphone or tablet to participate in the voting process. Power banks will be provided for you so that we can ensure your participation with your personal device throughout the entire meeting. Please also have your membership number and your password to hand throughout the meeting so that you can log in to the event system, or your email and your personal password if you are an external representative and not a GEMA member.

LOGIN

Please log in prior to each meeting with your membership number and your password which you received with your invitation, or with our email address and your personal password in case you are an external representative and not a GEMA member, at the landing page of the General Assembly at <https://gema-mgv.de/>. Just scan the QR code on your access badge if you are taking part on site. The link to the login is also provided at www.gema.de/mitgliederver-sammlung. In order to start the online live stream for a digital participation, please click on the play button in the video frame. You may have to repeat this action if you refresh the page or if you have logged back in after a logout. The same applies for video contributions by other digitally participating members: It is possible that you may have to click on the play button in the video frame again, manually. Alternatively, you can change your browser settings to allow videos to be played automatically.

Please note that to **participate digitally and via representation by proxy or publisher representative, prior online registration is mandatory** between 5 April and 5 May. We encourage creators who participate in person on site, to register online beforehand, between 5 April and 5 May. **Digital participation and a participation via representation by proxy without a prior online registration during the above period is not possible.**




Anmeldung (Broadcasts)

für die Teilnahme an der GEMA Mitgliederversammlung 2023

Bitte geben Sie Ihre Mitgliedsnummer und das Passwort ein, das Sie mit der
Einladung zur Mitgliederversammlung erhalten haben.

Mitgliedsnummer (oder E-Mail-Adresse für Nicht-Mitglieder)

Passwort



LOGIN

GENERAL SCHEDULE FOR MEETINGS WITH (ONLINE) LIVE VOTING AND SPOKEN CONTRIBUTIONS:

Detailed information on the order of each of the event days is available here: www.gema.de/en/general-assembly. All events held on site in the course of this year’s General Assembly will be transmitted to those participating digitally via live stream. Furthermore, the latter may participate in the discussions on site by submitting video contributions at the assembly of associate members, the meetings of the professional category of full members and in the main assembly. The elections and voting procedures will be held via online live voting for digital participants; participants on site vote by using mobile devices. This way, they can cast their votes in a secure and secret manner. The order of the meetings will follow this sample schedule:

- 1 The respective agenda item (abbr. to TOP in German) will be presented by the chairman of the meeting on site or by another person. There will be a live stream transmission to the digital participants.
- 2 After that, a discussion on this TOP will be opened up. Participants on site can use their end device to request the floor to speak (via the tab **Wortmeldung > Redebeitrag anmelden**) Digital participants can contribute to the discussion using video submissions (via the tab **Wortmeldung > Videobeitrag anmelden**) The spoken contributions on site will be transmitted via stream to the digital participants and the video contributions of the digital participants will be shown on a large screen in the conference room.
- 3 The chairman of the meeting will open to floor to members who want to make spoken contributions on site or via the internet in the chronological order of their requests to speak.
- 4 If your spoken contribution cannot be submitted via video for technical reasons or you do not want to join by video, you have the option to submit a written contribution (via the tab **Wortmeldung > Wortmeldung einreichen**). Written contributions will also be read out in chronological order.
- 5 After the discussion has been closed, there will be a vote on the respective TOP. The chairman of the meeting opens the voting procedure and asks all members to cast their vote via (online) live voting.
- 6 The result of the votes will be displayed after each voting process has been closed on a TOP and will be read out.



SPOKEN CONTRIBUTION VIA VIDEO (DIGITAL PARTICIPANTS)

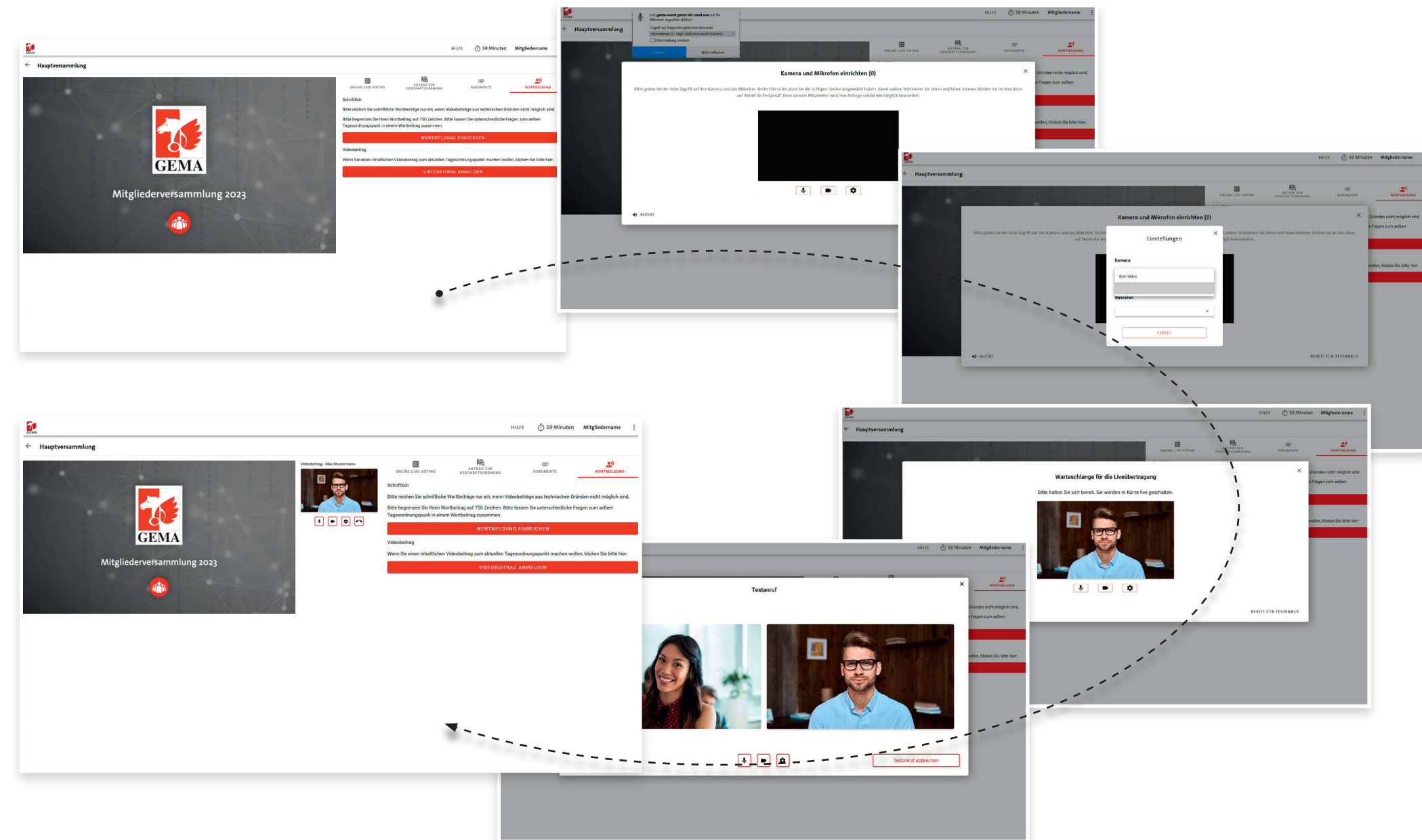
If you want to submit a contextual video contribution on the current agenda item, please click on **Wortmeldung > Videobeitrag anmelden**. By clicking on **Videobeitrag anmelden**, you are joining the queue for the spoken contributions and requests for the floor. It is possible that your browser asks for permission to access your camera and microphone. Please accept this in the respective pop up window. If you have several audio and video sources installed on your device, you can change them on the settings icon (wheel) at any time. By clicking on **Bereit für Testanruf**, you are joining the queue for the spoken contributions and requests for the floor.

By clicking on **Testanruf beenden** or on the x at the right hand top corner of the screen, you can leave the queue at any time without having to submit a spoken contribution. As long as you are in the queue, you can continue to listen to the live stream of the assembly. If you do not wish to do this, just click on **Audio** at the bottom left of the screen.

In the next step, a moderator will welcome you and, after a quick tech test, you will go live for your contribution to the General Assembly. You are now talking live to the participants of the respective meeting.

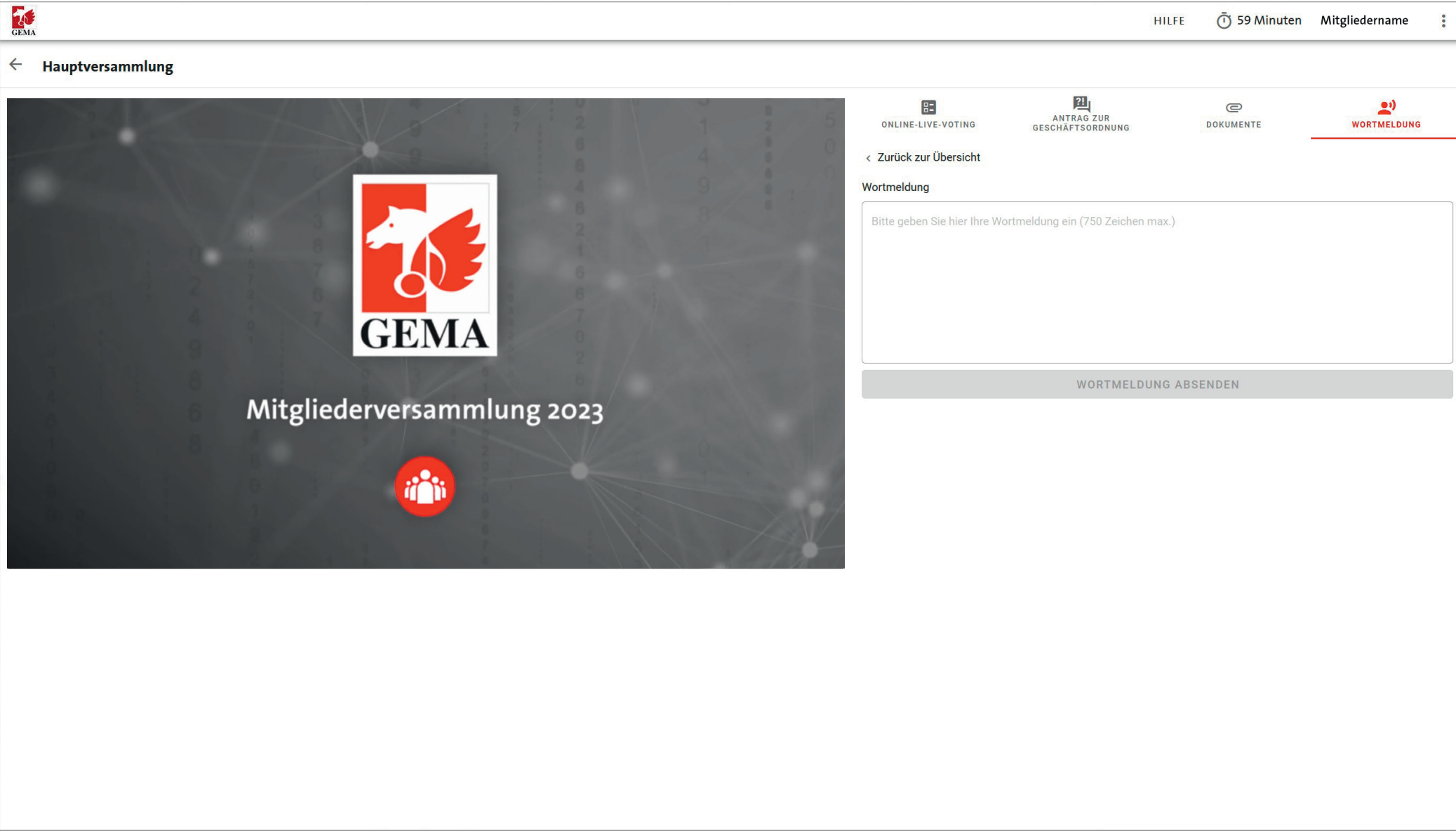
If you do not wish to have your image transmitted via video, please do not let your device access your camera, or click on the camera symbol to switch off the video transfer.

Please note that a spoken contribution **can only be made in relation to the current agenda item**.



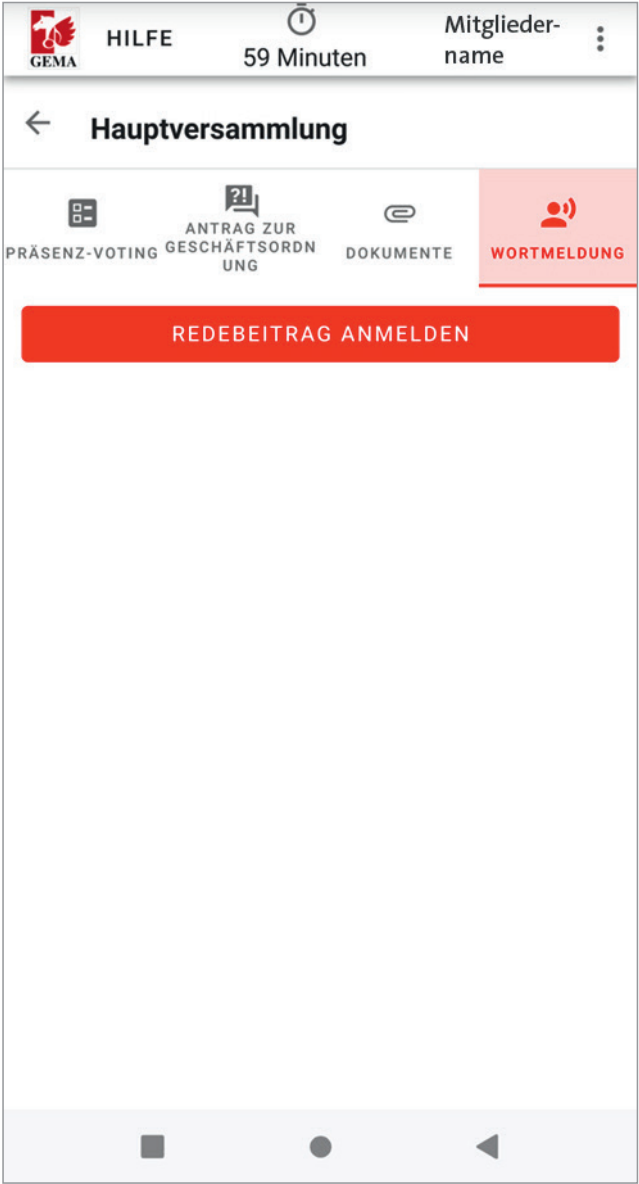
WRITTEN CONTRIBUTION (DIGITAL PARTICIPANTS)

Select **Wortmeldung** > **Wortmeldung einreichen** to send us your contribution as an alternative to submitting a video message. Please restrict your written contributions to 750 characters. The entry screen appears once you click on **Wortmeldung einreichen**. By clicking on **Wortmeldung absenden**, the text you entered into the field will be submitted.



SPOKEN CONTRIBUTION ON SITE (PARTICIPANTS ON THE FLOOR)

Those attending the event on site now have the option to request the floor and speak in the conference room again. Just select the function **Wortmeldung** on the user interface of your voting device and then click on **Redebeitrag anmelden**. Once you have done so, please go up to the next microphone set up for spoken contributions in the conference room. Your spoken contribution will be transmitted to the digital participants at home via video live stream including image and sound. Spoken contributions will be collected and called up in chronological order. Please note that the rule that a spoken contribution *can only be made in relation to the current agenda item* also applies here.



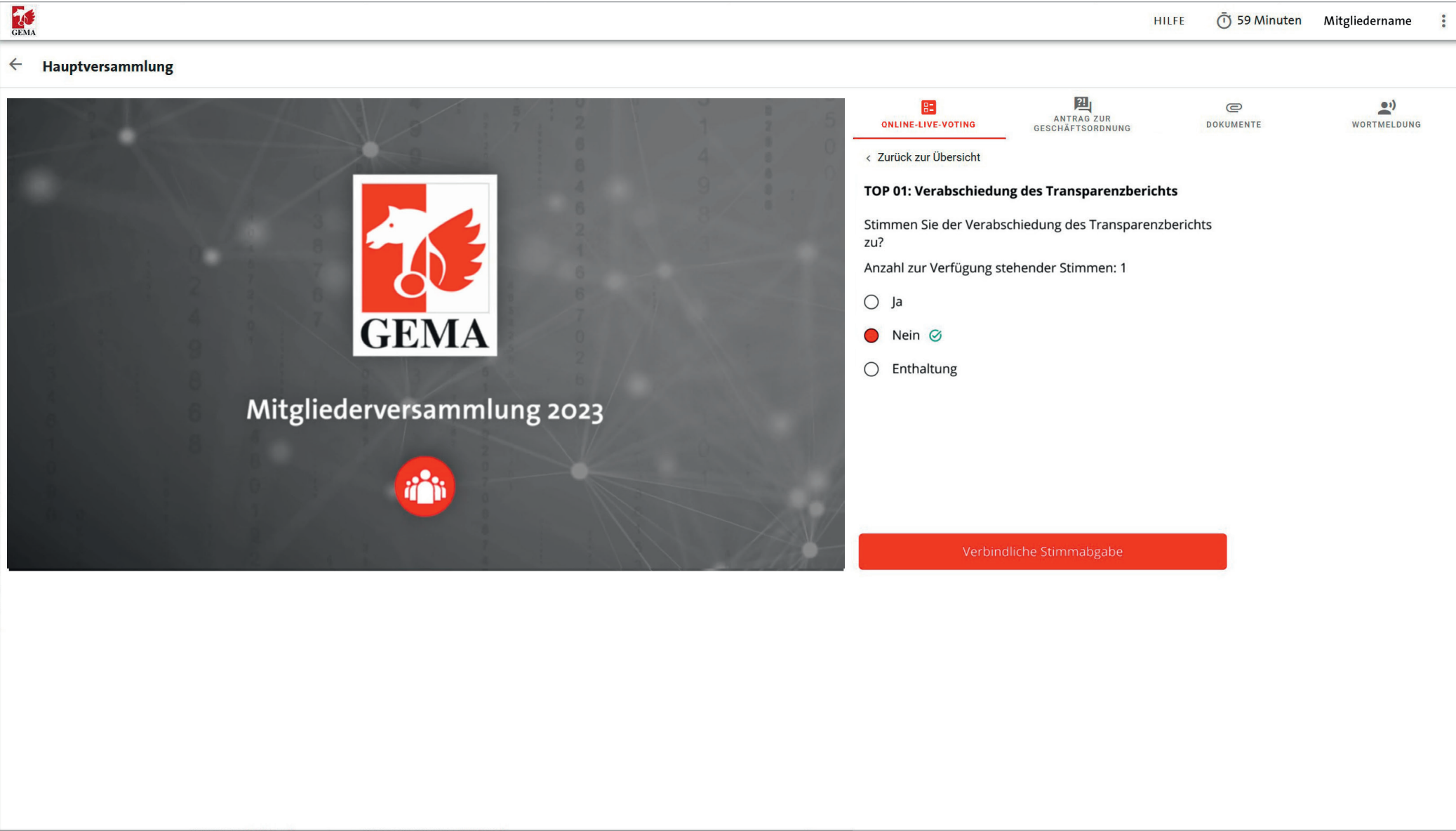
MOTION ON THE INTERNAL RULES OF PROCEDURE

With the tab **Antrag zur Geschäftsordnung**, please only submit motions on the rules of procedure (e.g. that the discussion should be ended) which are then be prioritised by the assembly. After you have clicked on **Antrag einreichen**, you can enter up to 750 characters into the entry screen and then submit them by clicking on **Antrag absenden**.



ONLINE LIVE VOTING (DIGITAL PARTICIPANTS)
(Not available during the assembly of the associate members)

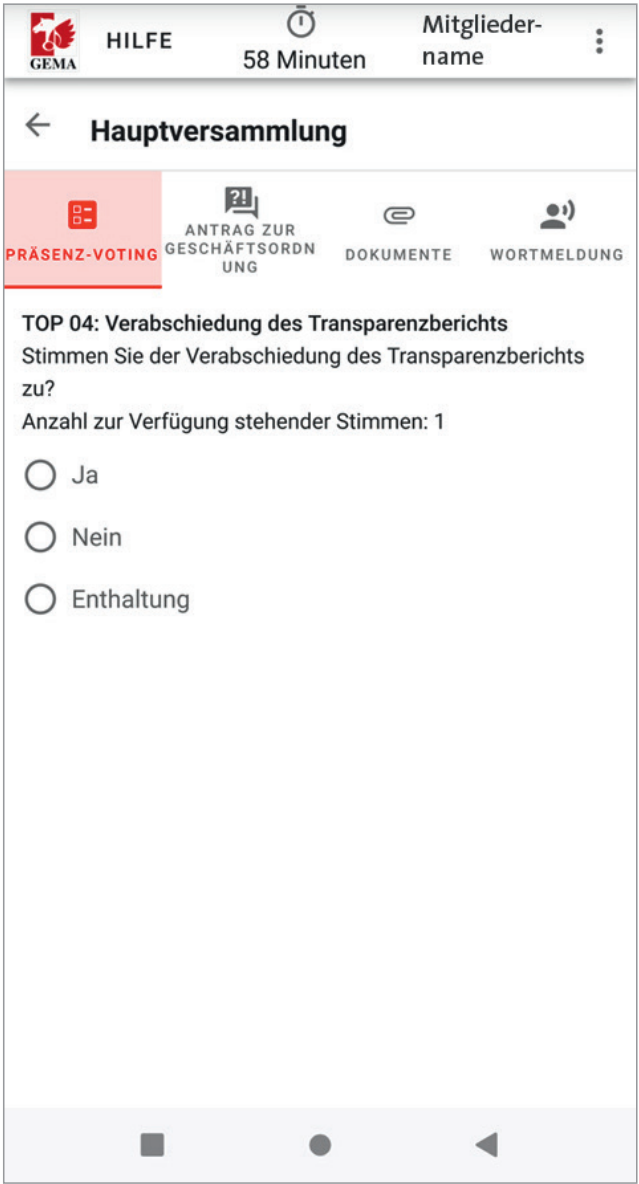
By clicking on the tab **Online-Live-Voting**, you are directed to the voting section of the General Assembly. With your login to the system, you will be automatically registered for the voting process and can vote directly as soon as the respective topic has been opened for voting by the chairman of the meeting. Before you cast your binding vote, the system will ask you via **Stimmabgabe prüfen** to review your decision. After having clicked on **Verbindliche Stimmabgabe**, your vote will be submitted and cannot be changed. The results on each vote will then be shown via live stream after the votes have been counted.



VOTING ON SITE (PARTICIPANTS ON THE FLOOR)

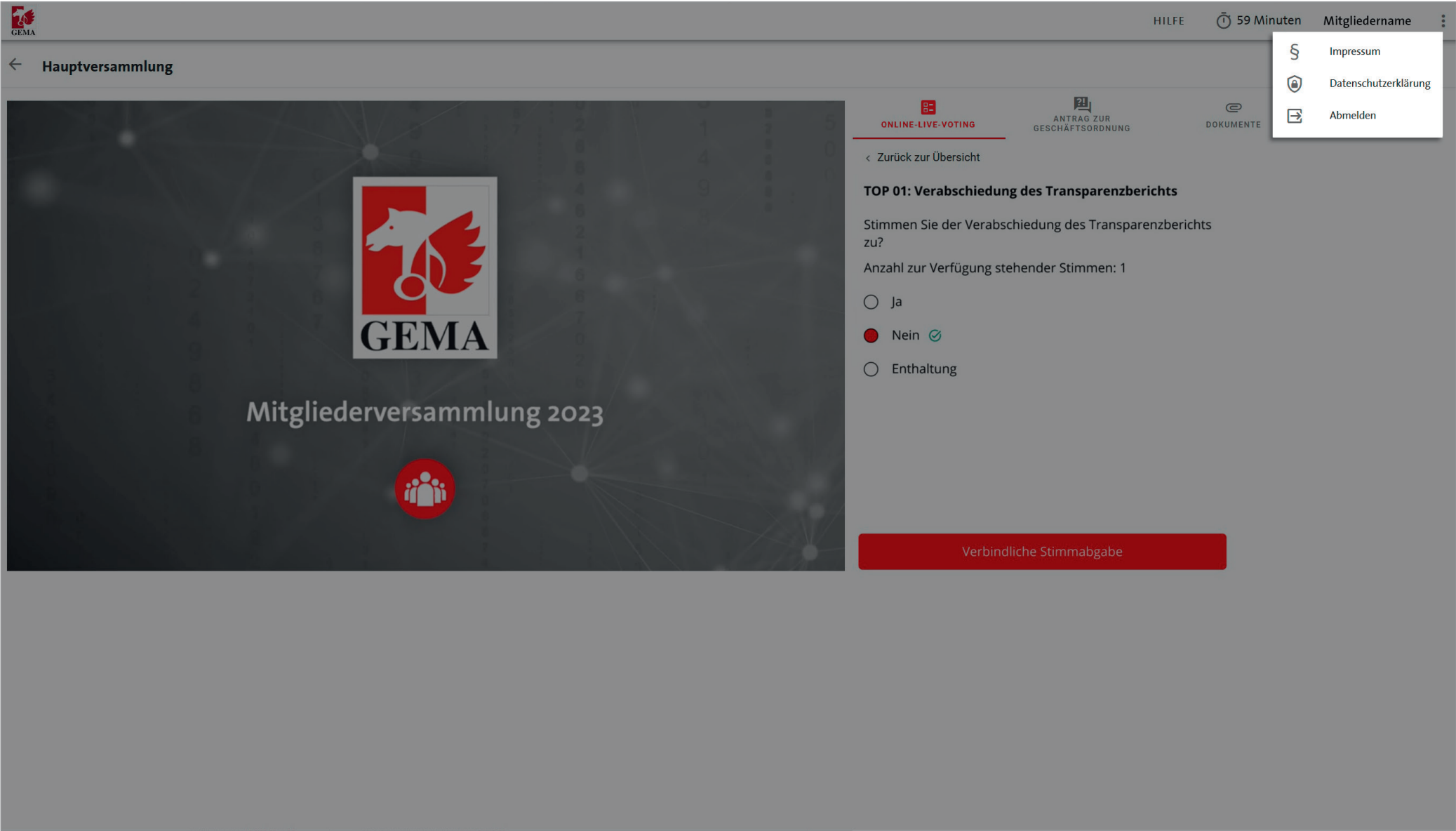
(Not available during the assembly of the associate members)

By clicking on the tab **Präsenz-Voting**, you are directed to the voting section of the General Assembly. With your login to the system, you will be automatically registered for the voting process and can vote directly as soon as the respective topic has been opened for voting by the chairman of the meeting. Before you cast your binding vote, the system will ask you via **Stimmabgabe prüfen** to review your decision. After having clicked on **Verbindliche Stimmabgabe**, your vote will be submitted and cannot be changed. The results will be shown on a large screen in the conference room after the votes have been counted.



LOGOUT

Please log out of the system as soon as you leave your device. To do this, please click on the three dots on the top right hand corner of the screen and then click on **Logout**. If you wish to continue to participate, you need to log in once more with your membership number and your password. Please have your membership number and your password, or, if you are an external representative and not a GEMA member, your email and your personal password to hand.



HELP

After a successful **Login**, you see a text info with the most important tips which you can access by clicking on Hilfe at any time. For additional technical queries, there is also contact information provided for the hotline.



DOCUMENTS

Here is the full agenda, individual details on each motion and this how-to PDF for downloading.




HILFE⌚ 59 MinutenMitgliedernamename⋮

← Hauptversammlung



ONLINE-LIVE-VOTING

ANTRAG ZUR
GESCHÄFTSORDNUNG

DOKUMENTE

WORTMELDUNG

Allgemeine Informationen

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Tagesordnung

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How-To-PDF

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Einzelnformationen zum TOP

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● TOP 00 - Lorem ImpsumLorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore

Lorem Ipsum

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● TOP 01 - Lorem ImpsumLorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore

Lorem Ipsum

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BECAUSE WE VALUE MUSIC | www.gema.de

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HOTLINE / KONTAKT BEI FRAGEN

If you have any organisational or technical queries regarding the General Assembly, you can contact us by email at any time: **mitgliederversammlung@gema.de**.

You can reach us by telephone Mondays to Thursdays from 9am to 5pm and on Fridays from 9am to 4pm at **089 48003-790**.