How-To-Document for the 2024 general assembly meeting

Draft as at April 2024
How you can participate in the 2024 general assembly meeting

The 2024 GEMA General Assembly meeting will be held from 14 to 16 May. Just like in the last two years, we invite our members to attend the meeting in a hybrid format with both onsite and online attendance.

By offering this modern event format, we hope to reach as many GEMA members as possible and offer them a flexible and comfortable possibility to participate in the proceedings of the meeting.

We look forward to seeing and meeting as many of you as possible – your views are important to us!

For details about how to register and participate and about the schedule, please refer to your invitation and www.gema.de/en/music-creators/general-assembly. In general, the schedule of the hybrid meeting will be largely the same as that of an in-person meeting.

This document provides details about the various possibilities available to you to participate in the hybrid meeting.

This document uses gender-neutral language wherever possible. Where no gender-neutral form exists, the masculine form should be interpreted as referring to all genders, and is used merely for ease of reading.
How-To Document General Assembly 2024

Technical requirements for online attendance

For a comfortable online experience of the meeting, we recommend that you use a PC (running Windows 10 or later) or a Mac (running macOS 12 Monterey or later) equipped with a camera and microphone and an Internet connection with at least 10 Mbps download and 5 Mbps upload speeds. You can test the speed of your Internet connection for example at https://speedtest.chip.de/ or https://www.speedometer.de/.

Please use the latest version of Firefox, Chrome or Microsoft Edge for the best experience. Participation is not possible via Microsoft Internet Explorer. If you use Safari to attend the meeting online, please note that it is currently not possible to speak at the meeting via video link. In other words, if you use an Apple device and plan to speak at the meeting via video link, please use one of the browsers mentioned above that support this feature. We also recommend that you use a headset if you want to speak at the meeting via video link. We would strongly advise against using a smartphone or tablet for online attendance in the meeting. If you have any questions, please contact the hotline number provided on the last page.

Technical requirements for onsite attendance

For comfortable onsite attendance, we recommend that you use a current Android (Android 12 or higher) or Apple smartphone (iOS15 or higher), tablet or laptop running the current version of the Chrome, Firefox, Edge or Safari web browser that you can easily connect to the Internet using the free Wi-Fi in the meeting room. The credentials for this are as follows:

- **Wi-Fi name:** GEMA_MGV
- **Password:** MGV_2024

Please note: In order to save our members money, we plan to reduce the number of devices we provide for onsite attendants to borrow compared to previous years. Therefore, we strongly encourage you to use your own smartphone or tablet to participate in votes. There will be power banks available for you to ensure that you can participate in the meeting throughout using your own device.

Please also make sure you have your membership number and password (or, if you are the representative of a publishing organisation or a proxy, your email address and your personal password) ready at all times during the meeting to be able to log onto the event management system.
Login

Before each meeting, please open the landing page of the General Assembly meeting at https://live.mgv.gema.de/ to log on using your membership number and the password from your invitation (or, if you are the representative of a publishing organisation or a proxy, your email address and your personal password). To do this, please scan the QR code on your entry badge if you attend on site. The link to the login can also be found at www.gema.de/mitgliederversammlung. To start the live stream for online attendance, you may need to click the play button in the video window once. You may need to do this again if you refresh the page or log on again after logging out. Alternatively, you may enable automatic play of videos in your browser settings.

Please note that to be able to attend online or as representative of a publishing organisation or as proxy, you must have registered online between 10 April and 10 May. Creators attending on site are requested to register online between 10 April and 10 May. Online attendance and attendance by a representative of a publishing organisation or proxy is not possible without prior online registration in the specified period.
Agenda/start page

Your personal event agenda will be shown on the start page of the live system and is made up of the bookings you made in the registration system. If you need to make changes to your bookings, you can do so at https://registration.mgv.gema.de until 10 May 2024.

On your agenda, you can view your bookings for each day of the General Assembly meeting and obtain more detailed information about each session by clicking on the Infos button. Please note that the Beitreten button will be activated only shortly before the start of each session. Until then, the button will read Nicht verfügbar.

The Meine Termine exportieren feature allows you to import your bookings directly into your calendar. Calendar data are downloaded in .ics format and stored in the preferred download folder on your computer or mobile device. After that they can be imported into any calendar program, such as Microsoft Outlook. Usually, it is sufficient to open the downloaded file named calendarsics by double-clicking on it.

You can also view your agenda during the sessions by clicking on Agenda. You can return to the start page with your agenda at any time by clicking on the GEMA logo at the left-hand top of the page. Please note that you may have to leave and re-join the session you are attending if you do this.

Please note: The information of whether your registered for on-site or online attendance is stored in the system. If you registered for onsite attendance of the meetings, you will not see a stream once you have joined the event.

The accompanying programme, which is in hybrid form, is accessible online, regardless of whether you wish to attend the sessions on site or online. This is done to make sure you can follow the content flexibly and without being confined to a particular location.
General schedule for meetings with (online) live voting and contributions from attendants

We have put together detailed information for you about the schedule for each day of the meeting at www.gema.de/mitgliederversammlung. All onsite sessions of this year’s General Assembly meeting will be live-streamed for online attendees. Online attendants can also participate in the onsite discussions at the meeting of associate members, the meetings of the full members of the three professional categories and the principal meeting, for example via video link. Elections and votes will be conducted via live voting for online attendants and by mobile devices for those attending on site. This allows votes to be cast securely and in confidence. The schedule of the meetings will essentially follow the following pattern:

– After that, each agenda item will be discussed. For this purpose, onsite attendants can use their terminal device to join the queue to speak (via Wortmeldung > Redebeitrag anmelden). Online attendants can participate in the discussion via video link (via Wortmeldung > Videobeitrag anmelden). Online contributions will be fed into the live stream for those attending online while contributions from online attendants will be projected onto a large screen in the room where the onsite meeting is held.
– The chair of the meeting will give the floor to members who wish to make a contribution on site or online in the order of their requests to speak.
– If for technical or other reasons your contribution cannot be submitted by video, or if you prefer not to have it transmitted by video link, you can submit your contribution in writing (via Wortmeldung > Schriftliche Wortmeldung). Written contributions will also be read out in chronological order.
– Once the discussion of an agenda item is complete, the item will be put up for vote. The chair of the meeting will open the vote and ask all members to cast their vote via live voting.
– The result of the vote on each agenda item will be displayed on the screen and read out immediately after the vote is taken.
Contributions via video link (online attendants)

If you want to contribute via video link to the discussion of the agenda item being discussed, click Wortmeldung > Videobeitrag anmelden. By clicking Videobeitrag anmelden, you join the queue of requests to speak and onsite contributions. Your browser may request permission to access your camera and microphone. If this happens, please confirm the pop-up window. By clicking Beitreten, you join the queue of requests to speak and onsite contributions. If multiple audio and video devices are installed on your computer, you can switch between them at any time by clicking on the arrow next to the microphone and video symbol.

By clicking Wortmeldung zurückziehen you can leave the queue at any time without making a contribution. While you are queuing, you can continue to watch the live stream of the meeting.

As a next step, you will be attended by a GEMA employee who will briefly test your equipment with you and then transfer you to a waiting room where you can continue to follow the meeting. Please wait until the chair of the meeting calls you to speak. You will then speak live to the attendants of the meeting you are attending.

If you do not wish to be shown on camera, please do not allow access to your camera, or click the camera symbol to terminate the video transmission.

Please note that you can contribute only to the discussion of the agenda item that is currently being discussed.
Written contributions (online attendants)

As an alternative to contributing via video link, you can submit your contribution in writing via Wortmeldung > Wortmeldung einreichen. Please limit your written contribution to a maximum of 750 characters. An input window will open when you click Wortbeitrag einreichen. By clicking Wortmeldung absenden, you submit the contribution you typed into the input window.
Oral contribution from onsite attendants

Onsite attendants will be able again to make requests to speak in the meeting room. To do this, select **Wortmeldung** on your voting device and then click **Redebeitrag anmelden**. Then go to the nearest microphone for contributions from attendants in the room where the meeting is held. Your oral contribution will be live-streamed (video and audio) to those attending online. Oral contributions will be queued and called in chronological order. Please note again that you can contribute only to the discussion of the agenda item that is currently being discussed.
Requests about the proceedings

Please use the Antrag zur Geschäftsordnung tab only to submit requests about the proceedings of the meeting (e.g. a request to end the debate), which will be treated with priority at the meeting. Please type your request into the input window and send it by clicking the Antrag einreichen button.
Live-Voting

If you click the Live Voting tab, you will be taken to the voting area of the General Assembly meeting. When you log onto the system, you are automatically also logged on for voting and are ready to cast your vote immediately when the chair of the meeting puts up a question for vote. Before you cast your vote with binding effect, you will be asked whether you are sure you want to cast your vote with binding effect. Once you click Ja, your vote will be submitted and cannot be changed anymore. The results of each vote will be displayed on the live stream once the votes have been counted.

If you wish to abstain from voting on a particular matter, simply click the answer option Enthaltung. Alternatively, you can also submit a blank voting slip, i.e. not select any answer option and click Verbindliche Stimmberechtigung. If you do this, you will again be asked whether you are sure of your decision.
Help

After successfully logging onto the system, you will see a screen providing you with some basic technical information you can also access at any time by clicking Hilfe. It also includes the contact details for the hotline in case you have further technical questions.
Documents

This is the section where you can find the complete agenda, detailed information about each proposal for the agenda, a layout plan of the event venue and this How-to document for download.
Logout

Please log off the system whenever you are away from your device. To do this, please click Abmelden in the main menu at the top of the page. If you use a smaller device, you may have to expand the main menu first (by clicking on the three red dashes at the right-hand top of the screen). If you want to continue to attend the meeting, you have to log on again using your membership number and password. Please make sure you have your membership number and password (or, if you are the representative of a publishing organisation or a proxy, your email address and your personal password) ready at all times during the meeting.
Hotline/Contact for questions

If you have any questions about organisational and technical matters concerning the General Assembly meeting, please do not hesitate to email us at mitgliederversammlung@gema.de at any time.

We are available by telephone at 089 48003-290 from 9:00am to 5:00pm Monday to Thursday and from 9:00am to 4:pm on Saturdays.