

# **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](http://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.

Technical requirements	04 ▶
LogIn	06 ▶
Agenda/start page	08 ▶
General schedule for meetings	10 ▶
Contributions via video link	12 ▶
Written contributions (online attendants)	14 ▶
Oral contribution from onsite attendants	16 ▶
Requests about the proceedings	18 ▶
Live-Voting	20 ▶
Help	22 ▶
Documents	24 ▶
Logout	26 ▶
Hotline/Contact for questions	28 ▶

You can go directly to an item from this Table of Contents by clicking on it. When navigating the document, you can return to this page at any time by clicking “Return to Table of Contents”.

## 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.speedmeter.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

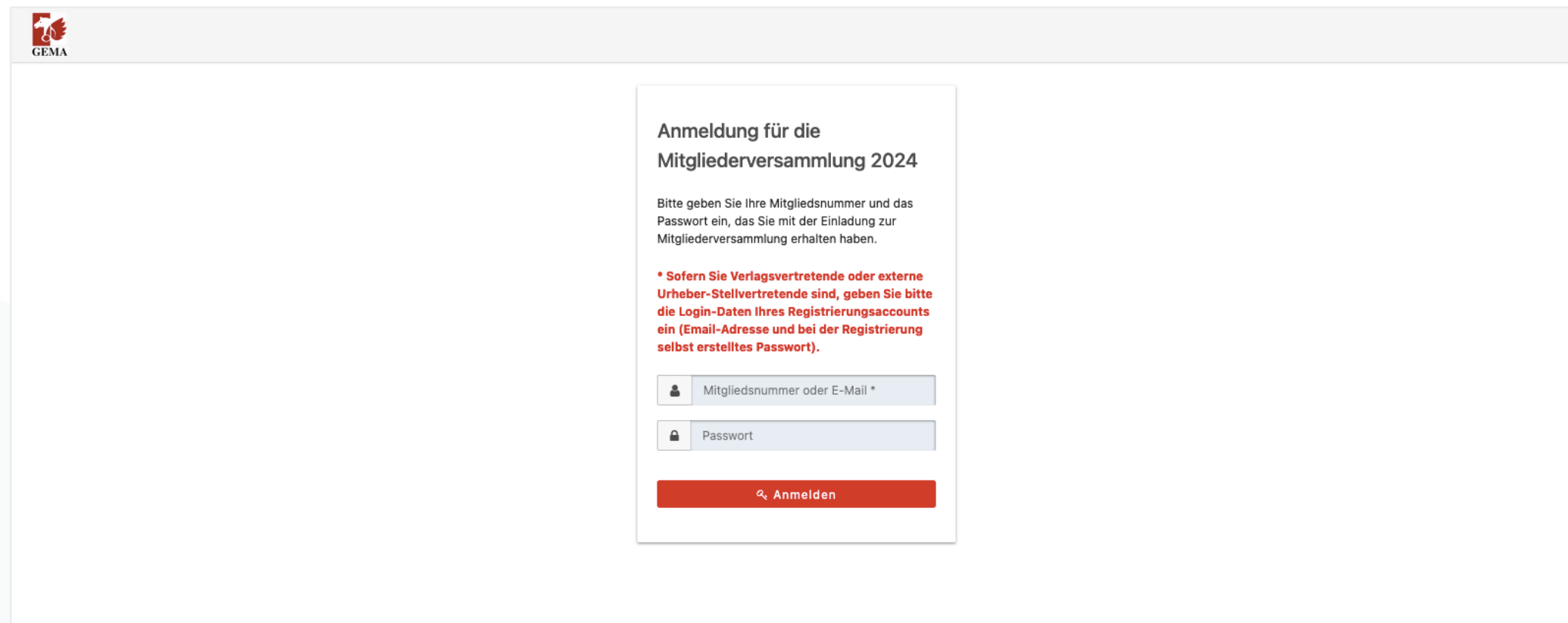
**Please note:** In order to save our members money, we plan to reduce the number of devices we provide for onsite attendants to borrow compared to previous years. Therefore, we strongly encourage you to use your own smartphone or tablet to participate in votes. There will be **power banks** available 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](http://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.**



The screenshot shows the GEMA login interface. At the top left is the GEMA logo. The main heading is "Anmeldung für die Mitgliederversammlung 2024". Below this, a message asks the user to enter their membership number and password from their invitation. A red asterisk note specifies that publishers, external representatives, and proxies must use their registration account login data (email and self-created password). There are two input fields: "Mitgliedsnummer oder E-Mail \*" and "Passwort". A red "Anmelden" button is at the bottom.

## 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 calendar.ics 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.

**Mitgliederversammlung 2024**

Agenda | Dokumente | Hilfe | Abmelden | Name Mitglied

**Eingangsbereich**

Meine Termine exportieren

Tag 1 14.05. | **Tag 2 15.05.** | Tag 3 16.05.

**Programm**

**08:30 - 09:30 | Raum A06**  
Info-Frühstück: Mental Health  
Infos | **Beitreten**

**10:00 - 16:00 | Kuppelsaal C01**  
Berufsgruppenversammlung der Komponisten  
Infos | **Beitreten**

**10:00 - 11:00 | Raum A06**  
Panel: Nachhaltiges Touren und Festivals  
Infos | **Beitreten**

**16:30 - 17:30 | Raum A06**  
Panel: Digitalisierung Nutzungserfassung bei der GEMA  
Infos | **Beitreten**

## 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](http://www.gema.de/mitgliederversammlung). All onsite sessions of this year's General Assembly meeting will be live-streamed for online attendants. 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**). Onsite 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.

**Mitgliederversammlung 2024**

Agenda Dokumente Hilfe Abmelden Name Mitglied

**Hauptversammlung**

Live-Voting Antrag zur Geschäftsordnung **Wortmeldung**

**Schriftlich**  
Bitte begrenzen Sie Ihren Wortbeitrag auf 750 Zeichen. Bitte fassen Sie unterschiedliche Fragen zum selben Tagesordnungspunkt in einem Wortbeitrag zusammen.  
**Wortmeldung einreichen**

**Videobeitrag**  
Wenn Sie einen inhaltlichen Videobeitrag zum aktuellen Tagesordnungspunkt machen wollen, klicken Sie bitte hier:  
**Videobeitrag anmelden**

ⓘ Hinweis: Diese Funktion steht nicht für iOS, iPadOS und Safari auf dem Mac zur Verfügung.



## Contributions via video link (online attendants)

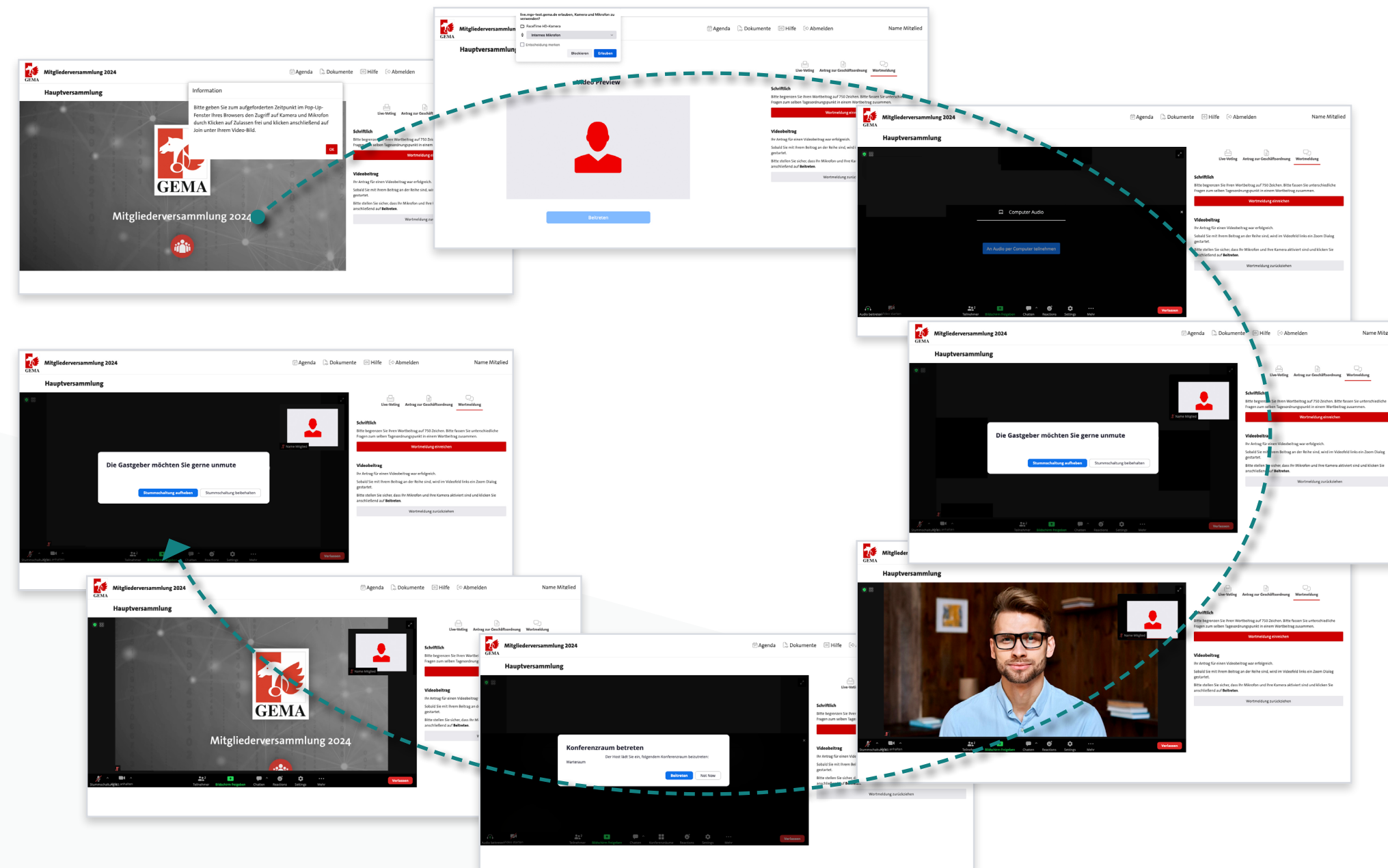
If you want to contribute via video link to the discussion of the agenda item being discussed, click **Wortmeldung** > **Videobeitrag anmelden**. By clicking **Videobeitrag anmelden**, you join the queue of requests to speak and onsite contributions. Your browser may request permission to access your 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)

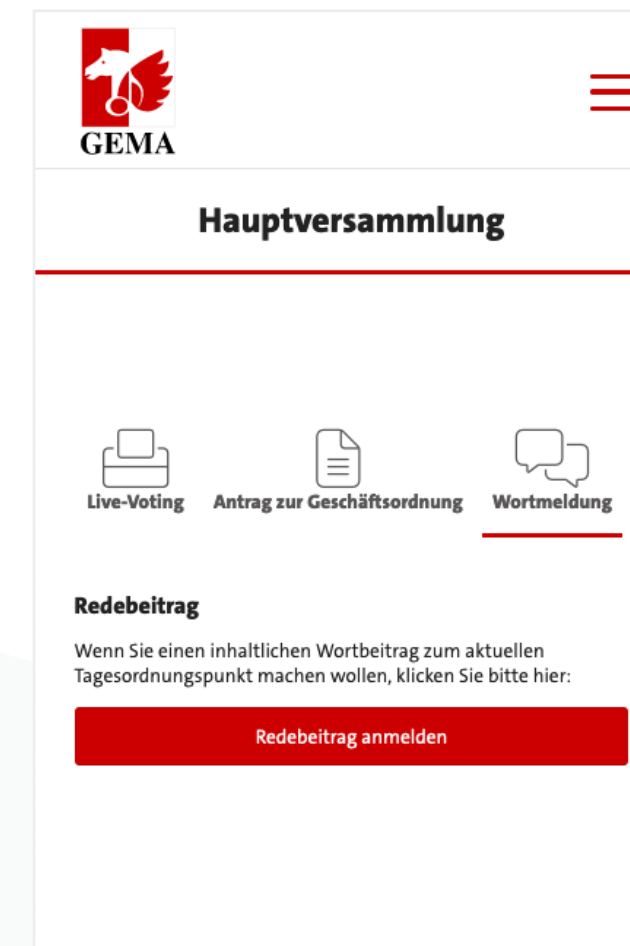
As an alternative to contributing via video link, you can submit your contribution in writing via **Wortmeldung** > **Wortmeldung** einreichen. Please limit your written contribution to a maximum of 750 characters. An input window will open when you click **Wortbeitrag einreichen**. By clicking **Wortmeldung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

The screenshot displays the GEMA online assembly interface. At the top, the header includes the GEMA logo and the text 'Mitgliederversammlung 2024'. Navigation links for 'Agenda', 'Dokumente', 'Hilfe', and 'Abmelden' are visible, along with a 'Name Mitglied' field. The main content area is titled 'Hauptversammlung' and features a large banner with the GEMA logo and the text 'Mitgliederversammlung 2024'. On the right side, there is a navigation menu with 'Live-Voting', 'Antrag zur Geschäftsordnung', and 'Wortmeldung'. Below this, there is a link '< Zurück zur Übersicht' and a section for 'Wortmeldung' with a text input field and a 'Wortmeldung absenden' button. The input field contains the text 'Bitte geben Sie Ihre Wortmeldung ein (750 Zeichen max.)' and a character count '0 / 750 Zeichen eingegeben'.



## 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.

The screenshot shows the GEMA member assembly portal for 2024. The header includes the GEMA logo, the title "Mitgliederversammlung 2024", and navigation links for "Agenda", "Dokumente", "Hilfe", "Abmelden", and "Name Mitglied". Below the header, the main section is titled "Hauptversammlung". A large banner features the GEMA logo and the text "Mitgliederversammlung 2024". To the right of the banner, there are three tabs: "Live-Voting", "Antrag zur Geschäftsordnung" (which is highlighted with a red underline), and "Wortmeldung". Below the tabs, there is a text input field with the placeholder "Bitte begrenzen Sie Ihren Antrag auf 750 Zeichen." and a character count "0 / 750 Zeichen eingegeben". A red button labeled "Antrag einreichen" is positioned to the right of the input field.

## 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 Stimmabgabe**. 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.

**Mitgliederversammlung 2024** Agenda Dokumente Hilfe Abmelden Name Mitglied

**Eingangsbereich**

**Mitgliederversammlung 2024 - HILFE**

Herzlich willkommen zur Mitgliederversammlung 2024. Zur Vorbereitung der Versammlungen könne Sie sich bereits vorab mit dem Livesystem vertraut machen.

Derzeit sind für Sie die Punkte **Agenda** und **Dokumente** freigeschaltet. Auf dieser Seite finden Sie kurz vor Beginn der Mitgliederversammlung weitere Informationen zu Ihren Mitwirkungsmöglichkeiten wie Wortmeldungen und Abstimmungsfunktionen.

Bitte beachte Sie, dass Sie am Livesystem immer nur mit einem Gerät zeitgleich eingeloggt sein können. Wenn Sie also unterschiedliche Geräte verwenden wollen, werden sie bei der Anmeldung mit einem neuen Gerät automatisch am alten Gerät ausgeloggt.

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**Agenda**

Ihre persönliche Agenda ist die Startseite des Livesystems und ergibt sich aus Ihren Buchungen im Registrierungssystem. Wenn Sie Änderungen an Ihren Buchungen vornehmen wollen, können Sie dies bis zum 10.05.2024 [hier](#) tun.

In Ihrer Agenda können Sie Ihre Buchungen an den Tagen der Mitgliederversammlung einsehen und erhalten weitere Informationen zu den jeweiligen Veranstaltungen über den Button *Infos*. Bitte beachten Sie, dass die Funktion *Beitreten* in den einzelnen Agenda-Punkten erst kurz vor Beginn der jeweiligen Veranstaltung aktiviert wird.

Über die Funktion **Meine Termine exportieren** können Sie Ihre Buchungen direkt in Ihren Kalender importieren. Die Kalendereinträge werden im .ics Format heruntergeladen und in ihrem bevorzugten Download-Ordner auf Ihrem Computer oder Mobilgerät gespeichert. Im Anschluss können sie in Kalender wie beispielsweise in Microsoft Outlook importiert werden. Im Normalfall reicht es aus, die heruntergeladene Datei mit dem Namen [calendar.ics](#) per Doppelklick zu öffnen.

Zur Startseite mit Agenda können Sie jederzeit zurückkehren, indem Sie auf das GEMA Logo am linken oberen Rand der Seite klicken.

**Dokumente**

In diesem Bereich können Sie wichtige Dokumente wie die Tagesordnung, Lagepläne der Location oder Erklärvideos und Präsentationen zu einzelnen Tagesordnungspunkten einsehen und herunterladen. Bitte beachten Sie, dass alle Dokumente oder Videos in einem neuen Browserfenster geöffnet werden, damit Sie jederzeit weiter den Veranstaltungen folgen können.

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### 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.

**Mitgliederversammlung 2024**

[Agenda](#)
[Dokumente](#)
[Hilfe](#)
[Abmelden](#)
Name Mitglied

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#### Eingangsbereich

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##### Allgemeine Informationen

Tagesordnung ↓

Test Video ▶

##### Einzelinformationen zum TOP

**TOP 00 - Lorem Ipsum**

TOP 00 - Dokument 2 ↓

TOP 00 - Dokument 1 ▶

**TOP 01 - At vero eos et accusam et justo duo dolores et ea rebum**

TOP 01 - Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. ↓

**TOP 02 - Lorem Ipsum**

TOP 02 - Dokument 1 ↓

**TOP 3**

TOP 3 Dokument ↓

TOP 3 Link ↓

## 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.

The screenshot displays the GEMA member assembly interface for 2024. At the top left, the GEMA logo and the text "Mitgliederversammlung 2024" are visible. Below this, the main content area features a large GEMA logo and the text "Mitgliederversammlung 2024" on a dark background with a network pattern. A sidebar menu is open on the right, containing the following items: "Zurück zur Live-Ansicht" (with a left arrow icon), "Agenda" (with a calendar icon), "Dokumente" (with a PDF icon), "Hilfe" (with a plus icon), and "Abmelden" (with a right arrow icon). The top right corner of the interface shows "Name Mitglied" followed by a red "X" icon. The page number "27" is located in the top right corner of the document.



## 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](mailto: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.