# CONFERENCE REGISTRATION

**CIA PLENARY MEETING 2014**

**21th  to 22th March**

**Lausanne, Switzerland**

**Dear Delegates and CIA Conference attendees.**

It is time to start using more technology to help us during the CIA Conference and Plenary. With the resources available in the FAI and Lausanne, we are going to implement three new procedures. Please see the boxes below.

***CIA Secretary***

**Web Registration for the Conference**

Conference registration will be done through the FAI’s online conference registration system at:

<http://www.fai.org/cia-about-us/cia-meetings/37983>

Please look at the suggested hotels at the bottom of the registration web page and decide where you will be staying before you complete the registration form.

In order to book their accommodation, attendees must use the booking form which can be downloaded from the registration page. You must send the form directly to your hotel by email or fax.

**Electronic Plenary Agendas and Minutes**

As most of you are aware we print, copy and hand out a lot paper for the plenary meeting. It is time consuming and takes a few people to get it all done in time for the plenary sessions. Starting at the 2014 Plenary we are going to implement an electronic distribution system.

At the start of the 2014 Plenary meeting the attendees will be given a website address and password to access the final agenda, Subcommittee and Working Group minutes and any other files which can be distributed electronically. Internet access will be available to all Plenary attendees at the Olympic Museum.

Although the Secretary will try to display all of the material on the overhead projector, it is **strongly** recommended that all plenary attendees bring their own laptop or tablet computers to read the web files.

# Electronic Voting during the Conference

In order to improve on the meeting efficiency it has been decided that the voting at the Plenary will be done exclusively by electronic voting. The system is owned by FAI and has been thoroughly tested during the last General Conference and a few ASC meetings. Delegates will be briefed at the start of the Plenary and will receive additional instructions during the proceedings.