

VOTING GUIDE FOR HEAD DELEGATES

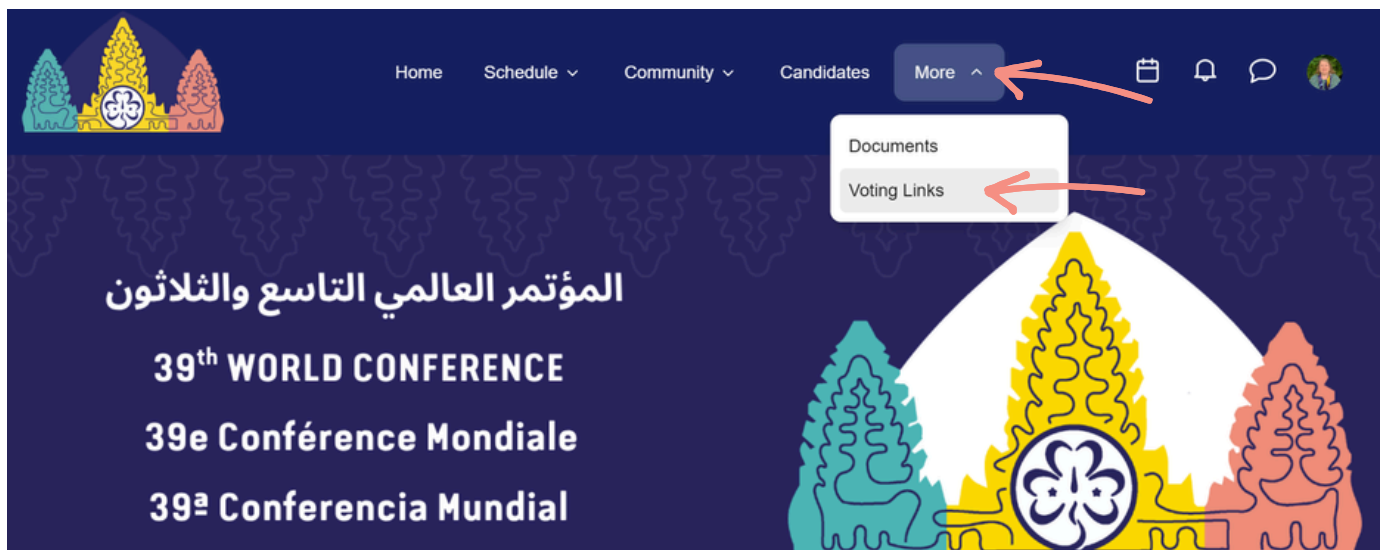
During World Conference, voting will take place through the Cvent platform.

Head Delegates can access voting links either through the Attendee Hub or by scanning the QR code displayed on screen during each voting session.

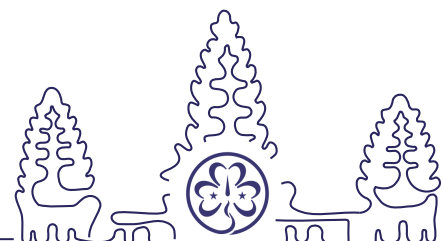
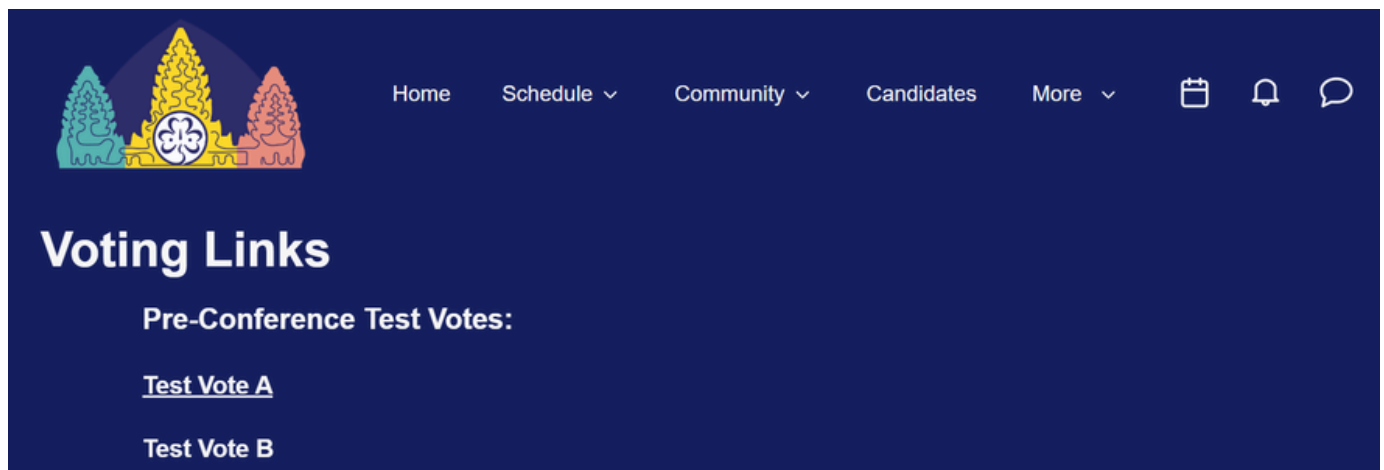
To ensure a smooth voting process, Head Delegates are encouraged to log in to the Attendee Hub before the start of each voting session. This will help ensure that you are ready to access the voting links and cast your votes as soon as voting opens.

Where to find the voting links

On the Attendee Hub click on the “More” button to access the dropdown list and then click on “Voting Links” as shown below.

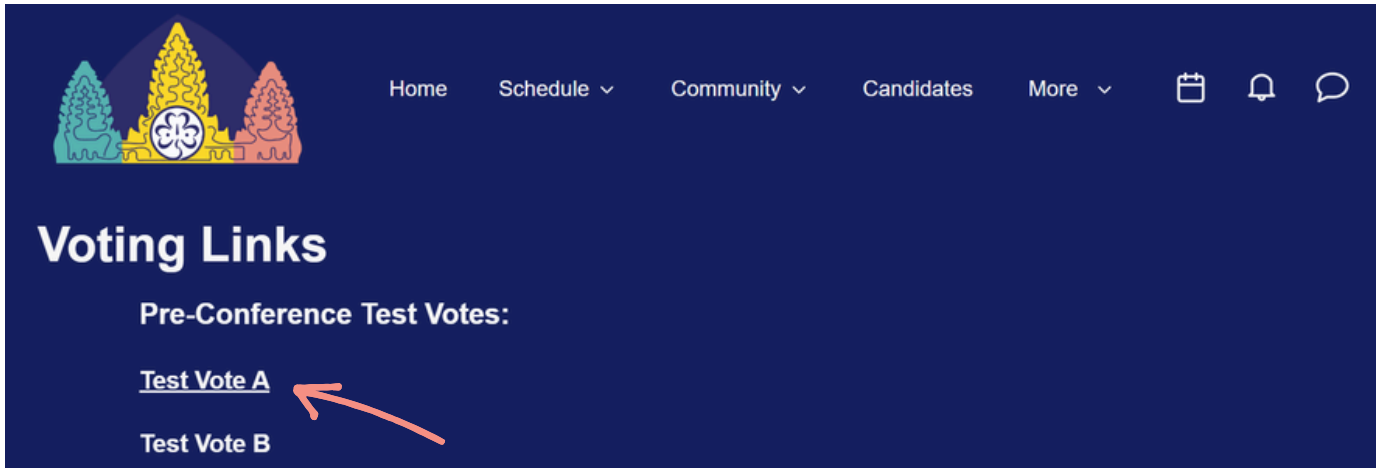


This will take you to the page with all the voting links which will look similar to the page shown below.



How to submit your vote

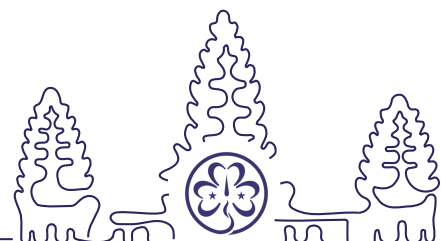
At the appropriate time, when the Conference Chair or Procedural Team Coordinator announces that voting is open, click on the relevant link from the list. In the example below we will click on “Test Vote A”.



A new browser window will open and you will see the screen below asking you to enter your email address. This is so that the platform knows you are eligible to vote on this Proposed Motion.

Enter your email address and click the ‘Next’ button.

This **must** be the email address that you used to register for the World Conference (you will also need to use the same email you registered with to enter the Attendee Hub).





The voting page will then open as shown in the example below:

Pre-Conference Test Vote A

"Camping in the rain is fun"

Please select For, Against or Abstain from the list below:

For

Against

Abstain

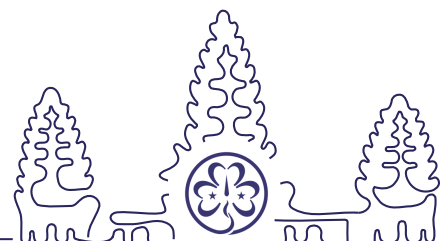
For each vote, with the exception of the election of the World Board and bids to host the 40th World Conference, there will be three options:

- 'For'
- 'Against'
- 'Abstain'

Please note that, as per our [Rules of Procedure](#), only votes For and Against will count.

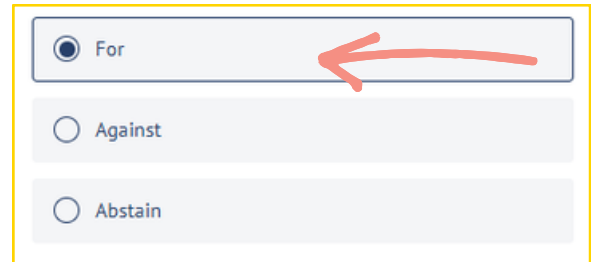
Abstentions do not count when determining the number of votes cast. "Abstain" means you do not want to express an opinion.

As much as possible, we would like to encourage the Head Delegate to take part in all votes: if you do not wish to express an opinion, you can select "Abstain".



If you are in favour of the Proposed Motion or Proposed Amendment, please select the first option:

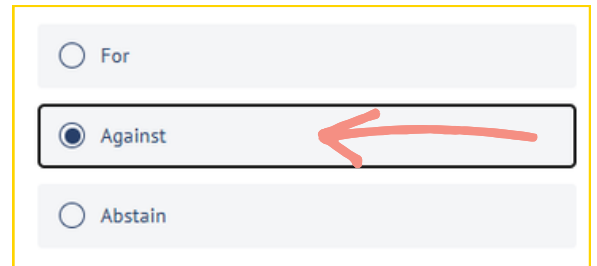
'For'



A voting form with three radio button options: 'For', 'Against', and 'Abstain'. The 'For' option is selected, indicated by a filled circle and a red arrow pointing to it from the right.

If you wish to vote against the Proposed Motion or Proposed Amendment, please select the second option:

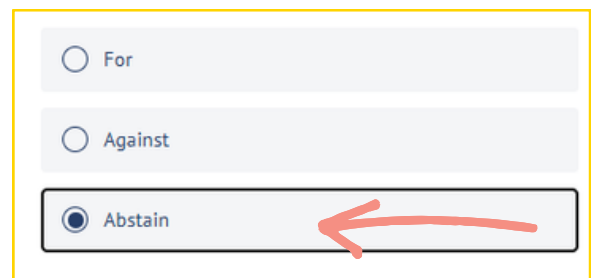
'Against'



A voting form with three radio button options: 'For', 'Against', and 'Abstain'. The 'Against' option is selected, indicated by a filled circle and a red arrow pointing to it from the right.

If you do not wish to express an opinion on the Proposed Motion or Proposed Amendment, please select the third option:

'Abstain'

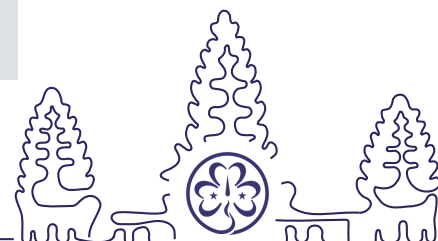
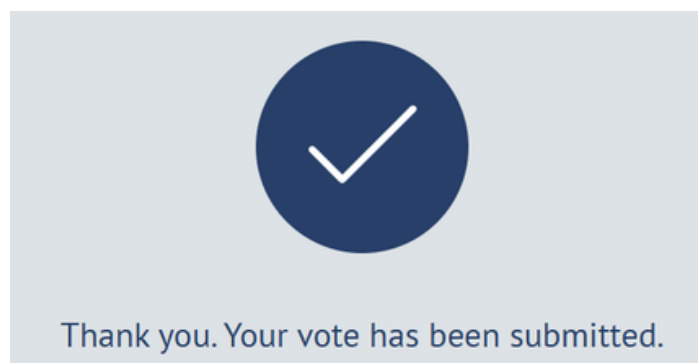


A voting form with three radio button options: 'For', 'Against', and 'Abstain'. The 'Abstain' option is selected, indicated by a filled circle and a red arrow pointing to it from the right.

Select your preferred option and click "Submit Vote".



Once you have submitted your vote, a "thank you" message will appear as shown below. At this point, you can close the voting page.



Election of the World Board

For the election of the World Board, the names of the candidates standing for election will be displayed in alphabetical order on the voting platform.

Head Delegates will be asked to select up to six candidates from the list. If Proposed Motion 2 is adopted without amendment, Head Delegates will instead be asked to select up to four candidates.

You may choose fewer than the maximum number of candidates if you wish.

The voting platform will not allow you to submit your vote if you have selected more than the permitted number of candidates.

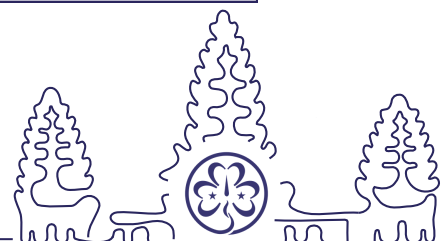
An example of a voting page where multiple candidates may be selected is shown below.

Pre-Conference Test Vote B

Select the six (6) superpowers you would most like to have:

- Flying
- Time travel
- Invisibility
- Speaking every language
- Perfect memory
- Super strength
- Breathing underwater
- Super speed
- Power to control the weather
- Making everyone laugh

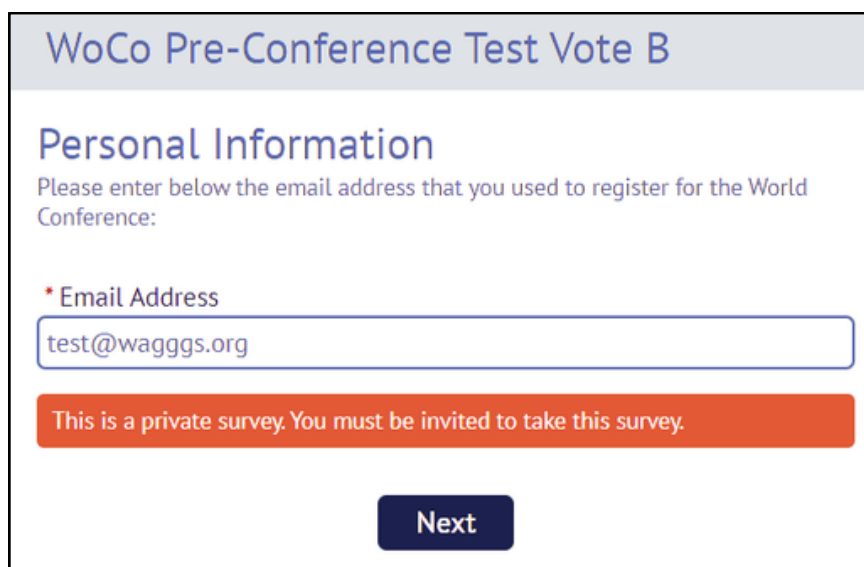
[Submit Vote](#)



If you receive an error message

There are a few reasons why you may receive an error message when trying to vote.

When entering your email address to access the voting page, you may receive an error message like the one below.



WoCo Pre-Conference Test Vote B

Personal Information

Please enter below the email address that you used to register for the World Conference:

* Email Address

test@waggs.org

This is a private survey. You must be invited to take this survey.

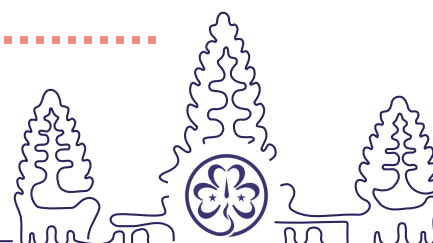
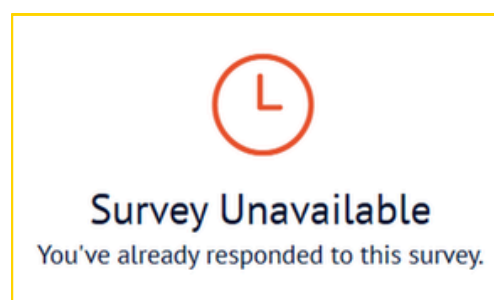
Next

This could mean:

- The email address you have entered does not match the email address that you registered with. Please check the spelling of the email address carefully to make sure you have entered this correctly. If you are not sure of the email address you registered with please contact the Procedural Team/Tech Support team.
- You are not registered as a Head Delegate for this World Conference. If anyone other than a registered Head Delegate tries to access the voting page, they will receive the error message above.

If you see the error message shown here, this means that you have already submitted a vote for this Proposed Motion.

Once you have submitted your vote you cannot change your vote or vote more than once on the same Proposed Motion.



If you have clicked on a voting link, entered your email address successfully and see the error message shown here, this means that voting on this particular Proposed Motion is closed.

Please wait until the Conference Chair or Procedural Team Coordinator has announced that “Voting is open” before clicking on the voting link.



Survey Closed
Sorry, this survey is no longer accepting responses.

.....

If you see the error message below, this means that you have tried to select more than the number of options permitted. Please check carefully before submitting your vote that you have only selected up to the maximum number of options allowed.

Pre-Conference Test Vote B

Select the six (6) superpowers you would most like to have:

- Flying
- Time travel
- Invisibility
- Speaking every language
- Perfect memory
- Super strength
- Breathing underwater
- Super speed
- Power to control the weather
- Making everyone laugh

Select between 1 and 6 choices.

