

## **Procedure to join IACTA GBM-2021 (virtual)**

Dear IACTA life member,

Greetings from IACTA.

All of you are aware that we are having virtual annual conference IACTACON-2021. There would be General Body Meeting (GBM) of IACTA on 28.02.2021, which would be held on virtual platform on ZOOM. Only life members of IACTA are allowed to attend the GBM.

Following is the procedure to attend the GBM:

**Step 1:** All of you must have received the conference brochure. In the brochure, there is a link given to attend the GBM: <https://bit.ly/iacta-gbm>

**Step 2:** As the members click the above link, a registration form would pop-up asking for following details:

1. **Name:** Enter your complete name here.
2. **Mobile number:** one may enter the mobile number which you had given at time of IACTA membership application or changed in between or which you use presently.
3. **Email address:** one may enter the email which you had given at time of IACTA membership application or changed in between or which you use presently.
4. **IACTA life membership number:** We hope you remember your membership number and enter that (all in capital letters and no space between letters and numbers). If you don't remember your IACTA number, please write to below given IACTA office help line.

**SUBMIT**

**Step 3 (28.02.2021):** All the submitted forms will be verified for their IACTA membership. Those who are members will be separated out from the non-members (as per office records). All the life members verified through the above forms (step 1) along with the list of all the life members present in our office will be sent an email on **28.02.2021** in which there would be a zoom link to join the GBM. This way there may be more than one "**IACTA GBM-2021 joining link**" email because many members have old email with us and they may fill new email in the form in step 2. We shall be sending the link to all emails whichever a life member submits because **confirmation of membership is by NAME and IACTA number**. The email and mobile numbers we are using a mode of communication for the GBM joining link.

**Step no. 4 (28.02.2021):** Same way on the mobile number of the verified life members (submitted by them in the form at step 1) and also the mobile number of life members in our office records, we shall be sending a SMS on 28.02.2021, in which there would be a link to join the GBM.

This way, we invite all the life members of IACTA to join and participate in the proceedings of GBM.

**Step 5: On 28.02.2021, please check your email inbox (including spam folder) and SMS on your mobile. Click on the link at 01:30 (13:30 hrs. Indian Standard Time)**. The link for GBM will open at 13:30 hrs. so that there is enough time for all the life members to join the zoom link. We wish to start the GBM at 02:00 hrs. Indian Standard Time i.e. GMT + 05:30).

Protocol of GBM:

The meeting will be chaired by the President, IACTA.

All the time, the President, Secretary, treasurer, Sr. Vice President and ACA Editor would have audio and video active. The secretary will share the screen and conduct as per the agenda of meeting.

**How to ask the question:**

Please write your question/comments in the chat box of zoom. ALWAYS WRITE YOUR IACTA NUMBER before every time you comment. The questions without the IACTA number will not be addressed. The email “**IACTA GBM-2021 (v) joining link**” would be a itemized email with member name and IACTA membership number mentioned in it.

Certain member may be allowed to speak and may be viewed (with the permission of the chair). For that, the audio/video control would be with the organizing team and the request would be taken from the zoom chat window. Please avoid making phone calls for that during the meeting.

Dear members, this is the first time we are doing the meeting on an online platform. We request everyone to co-operate with us for smooth conduct of the meeting. Be crisp and short in your questions. We shall be recording audio, video and chat box of this zoom meeting. Our office clerks **Mr. Manoj** (+91 98955 19551) and **Mr. Satinder** (+91 94656 47147) will assist during the proceedings of the meeting.

For any help related to joining the meeting, registration or suggestions:

Please email or contact following:

**IACTA support team:** Mr. Manoj: +91 98955 19551; Mr. Satinder: +91 94656 47147

Email: [iactasecretariat@gmail.com](mailto:iactasecretariat@gmail.com); [iactacon21@gmail.com](mailto:iactacon21@gmail.com)

**Mediknit support team:** Narisha: 080 47186226; Email: [iactacon2021@mediknit.org](mailto:iactacon2021@mediknit.org)

## Important steps to join GBM:

1. CLICK the link: <https://bit.ly/iacta-gbm>
2. Fill the GMB registration form which pops up after clicking the above link.
3. On 28.02.2021, look for the “IACTA GBM-2021 (Virtual) LINK” in your email.
4. On 28.02.2021, look for the SMS sent to your mobile with GBM joining link.
5. Click the link (opens at 13:30 hrs.) and join the GBM at 14:00 hrs. (IST)me).