

**Evelien Peeters**

lun, 20 sept  
18:04 (hace 10  
días)

de: Evelien Peeters <admin-antwerp@comitemaritime.org>  
para: Evelien Peeters <admin-antwerp@comitemaritime.org>,  
"Lawrence Teh (lawrence.teh@dentons.com)" <lawrence.teh@dentons.com>,  
CMI Administrator <cmiadministrator@comitemaritime.org>,  
"corina.lee@dentons.com" <corina.lee@dentons.com>  
fecha: 20 sept 2021 18:04  
asunto: NMLA Invitation Letter for Virtual Assembly 2021  
enviado por: comitemaritime.org

Dear all

Please find attached the correspondence on the upcoming CMI Assembly meeting on September 30 2021.

You can also find the Agenda attached, as well as the corresponding attachments as per SharePoint link below. Please let us know if you cannot get access to the documents.

[Virtual Assembly Sept 2021](#)

**Kindest regards**

Evelien Peeters

*Administrative assistant*

I am at the office: Tuesday ,Wednesday and Thursday

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**Comité  
International** aisbl/ivzw **Maritime**

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Entreprise n° BE 0867 385 381

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**4 archivos adjuntos**



**A  
V  
D  
M**

lun, 20 sept  
18:12 (hace 10  
días)

----- Forwarded message ----- De: Evelien Peeters <admin-antwerp@comitemaritime.org> Date: lun., 2



**Evelien Peeters**

lun, 27 sept  
10:20 (hace 3  
días)

para Lawrence, corina.lee@dentons.com, Evelien, CMI

Detectar idioma

español

Traducir mensaje

Desactivar para: inglés

Dear MLA President

**Re: Virtual Assembly – 30 September 2021 – 1400 Hours (Antwerp Time) (2<sup>nd</sup> Email)**

Thank you to those who have responded to my 1<sup>st</sup> email of 18 September 2021 and registered the names and email addresses of persons who will participate at the Assembly. For those that have yet to do so, may I encourage you to please respond so that we can take note of your intended participation and send you the relevant hyperlink and/or login information to the virtual platform will be sent to the email addresses indicated. Please ensure that your reply email is sent to all persons in this email, i.e. to [cmadministrator@comitemaritime.org](mailto:cmadministrator@comitemaritime.org) , [admin-antwerp@comitemaritime.org](mailto:admin-antwerp@comitemaritime.org) and copied to [lawrence.teh@dentons.com](mailto:lawrence.teh@dentons.com) and [corina.lee@dentons.com](mailto:corina.lee@dentons.com) .

The purpose of this email is let you know what to expect in accessing and participating in the virtual Assembly:

1. The virtual Assembly is hosted by Maxwell Chambers, Singapore (MC) using the Zoom webinar platform. After you register with us, you will receive Zoom details from MC comprising a hyperlink and the meeting ID. A reminder email will also be sent an hour before the Assembly begins. Whichever way you join the webinar, you will have to undergo a short Zoom registration process before you are able to join the Assembly. So, please begin the process early so that you can join the Assembly on time on 30 September 2021, 2 p.m. Antwerp time promptly.
2. When you access the Assembly, you will be able to see the proceedings. If you are already scheduled to speak at the Assembly by region of an Agenda item needing to be spoken to by you, MC will, at the appropriate juncture, upgrade you to “panellist” (i.e. speaker) status at which point in time you will have video and voice capability. When you complete your short speech or presentation, MC will return you back to “attendee” (i.e. audience) status. Please note there will be a short time of about 5-10 seconds when your status is changed from “attendee” to “panellist” and vice-versa and you will receive a prompt that says that “the host would like to promote you to be a panellist”. Please click on the prompt to accept and you will receive a message that “you are re-joining the webinar”. If you know in advance that you wish to speak on a particular Agenda item at the Assembly, please send Evelien Peeters and me an email to indicate your intention.

3. If you should at the Assembly itself decide that you wish to speak on a particular Agenda item, you can signal your intention in one of two ways. First, you can and should use the chat function to send a message to “Hosts and Panellists” to indicate your intention. That would be the preferred way. Second, you may use the “raise hand” function to signal your intention and we will try and keep a lookout for participants who raise their hands, although this is likely to be less efficient. When the President recognizes you as a speaker, MC will, at the appropriate juncture, upgrade you to “panellist” (i.e. speaker) status at which point in time you will have video and voice capability. When you complete your short speech or presentation, MC will return you back to “attendee” (i.e. audience) status.
  
4. When an Agenda item calls for a vote, a voting box will appear on your screen at which point you can move your cursor over to the relevant “yes”, “no” or “abstain” button to cast your vote. Please remember that only NMLA representatives may vote and each NMLA is entitled to cast only one vote.

I look forward to receiving your registrations. In the meantime, I attach a “Checklist for Active Speakers” prepared by Maxwell Chambers to help you look and sound your best at the Assembly.

[Virtual Assembly Sept 2021](#)

**Kindest regards**

Evelien Peeters

*Administrative assistant*

I am at the office: Tuesday ,Wednesday and Thursday

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**Maritime**

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