



# 2021 BLIA Online Europe Fellowship Meeting

## General Guidelines

1. **Objective:** To promote fellowship and to share experiences of BLIA affairs.
2. **Supervising Organisation :** BLIA World Headquarters
3. **Organisers:** BLIA Europe Fellowship Committee
4. **Host Organisation :** BLIA Frankfurt
5. **Co-host Organisation:** Fo Guang Shan Frankfurt
6. **Dates:** June 20, 2021 (Sunday)  
15:00-18:00 (EU)  
14:00-17:00 (UK & Portugal)
7. **Activity Content:** Opening ceremony, Chapter Project Report, introduction to Fo Guang Shan European temples, BLIA and I, Keynote Forum...etc.
8. **Eligible Participants:**  
BLIA Chapter and subchapter executives, including elder advisors, presidents, treasurers, secretaries etc. or BLIA members recommended by chapter presidents or monastic advisors  
\* Maximum 1000 participants (including staff and local BLIA members)
9. **Registration**
  - a) Time: From February 1 until April 30th, 2021, the quota is full.
  - b) To register: Online at [www.blia.org](http://www.blia.org) with membership card.
  - c) Please provide accurate member information such as **email address** and **Zoom account** to facilitate meeting notification.
10. **Conference information:**
  - a) Sign-in time: June 20, Sunday at 14:00 to 14:50 EU time (UK & Portugal 13:00 to 13:50)  
Meeting time: June 20, Sunday at 15:00 to 18:00 EU time (UK & Portugal 14:00 to 17:00)
  - b) Meeting format: Please download Zoom meeting APP and register for an account.
  - c) After successful registration, the administrative team will provide a code,

please set your name at a fixed format, “Code-Your Name”. Example:  
FFM-01-Liu Bo

- d) There will be a group photo session, please wear your BLIA uniform, membership card, chapter uniform. Once you are inside the meeting room, please turn on the video.
- e) Simultaneous translation in six languages will be available: Chinese, English, French, Portuguese, Spanish, and German.

## 11. Administrative matters:

1. Chapter Project Report and introduction to Fo Guang Shan European temples:
  - a) Each chapter to present a 4-minute Project Report and 2-3 minutes introduction to temple.
  - b) Please submit the video to [bliaeu2020@gmail.com](mailto:bliaeu2020@gmail.com) before May 15, 2021.
2. Please abide by online meeting etiquette as follows:
  - a) Please enter the meeting room 20 minutes before the meeting to test the camera, speaker, and microphone to ensure proper function.
  - b) Before entering the meeting room, please be in proper attire and wear the BLIA uniform.
  - c) After the meeting begins, please switch off microphone to avoid disturbance.
  - d) If you are using wifi, please find the location with stable wifi signal.
  - e) If you have pets or children at home, always be aware of any possible disruptions.
  - f) If you wish to speak, you can use the “raise hand” function.
  - g) If you need to attend to other matters, you may leave quietly.
  - h) Do not invite others into the meeting room without permission.
  - i) Do not publicize the meeting contents without permission.

### ● Other suggestions:

1. Mobile phone users please use a mobile phone cradle, setting the height of the mobile phone to be on the same level of your eyes.
2. If the surroundings are too dark, you may use a desk lamp to light up your face.
3. You may use wired or wireless ear microphone, this will enhance clarity for listening and speaking.

## 12. Zoom Meeting APP download

1. Apple iPhones: please click to download  
<https://apps.apple.com/tw/app/zoom-cloud-meetings/id546505307>

2. Android phones: please click to download

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

3. Desktop PCs: please download url

<https://zoom.us/>

### **13. Contacts:**

1) BLIA Europe Regional Office:

E - mail : [bliaeu2019@gmail.com](mailto:bliaeu2019@gmail.com) Tel : 33 1 60 21 36 36

2) Host Organization (BLIA Frankfurt, Germany):

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Mr Liu Bo (President)   Tel.:49-17670010183   [blia ffm2019@gmail.com](mailto:blia ffm2019@gmail.com)

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