## HOW TO VOTE AS AN INSTITUTIONAL MEMBER?

As an ATGENDER institutional member, the first contact person of your institution will receive an email from Election Runner. The Board elections are hosted on the Election Runner website, and will last from September 20 to September 30 in 2016.

As an institutional member you are entitled to three votes.

The voting process is as follows:

1. Click on the URL in the e-mail by Election Runner. You are now redirected to the Election Runner website.

2. You will log in automatically. If you won't, please contact info@atgender.eu and we can provide you with your Voter ID and Key, mentioning your name, surname, institution, and ATGENDER membership number in the e-mail. You may also try to log in from another device before contacting us.

3. Given that every institutional vote counts triple in this election and each vote can be given to 0, 1, 2 or 3 of the candidates, you have a maximum of 9 votes. This means that as an institution you can select from 0 up to 9 options. We have three vacant board positions to be filled and three nominated candidates. Therefore, all candidates can be elected and you do not necessarily have to choose between candidates. If you are happy to support all of the three candidates, it is important that you give a vote for all three, so that all vacant board positions can be filled. To do this, just tick all 9 boxes. If you do have objections to the nomination of any of the candidates, you can vote for 0, 1 or 2 of the candidates.

4. Finalize your vote by clicking: "Submit Vote".

## WHICH DEVICES CAN BE USED TO CAST A VOTE?

All devices with internet access can be used to cast a vote: laptops, computers, smartphones, tablets etc.

## CYBER SECURITY AND THE PROTECTION OF YOUR VOTE

The ATGENDER election committee and office employees can see how many votes the candidates received at any point. Also, they can see whether you cast your vote already. They cannot see who you voted for.

For the full privacy policy of Election Runner, follow this URL: https://electionrunner.com/privacypolicy Each voter has a unique "Voter ID" and "Voter Key" and can only vote once.

All elections have SSL (https://) grade security with 256bit encryption that keeps this election and the ballots secure.