



AC/26/2018

Administrative Circular

2018-08-03

**TO ALL NATIONAL COMMITTEES  
TO ALL IEC TECHNICAL COMMITTEES AND SUBCOMMITTEES  
IEC New Web Conferencing Tool - ZOOM**

Dear Sir/Madam,

We are pleased to announce that IEC and ISO have selected a common solution for web conferencing called **Zoom** (<https://www.zoom.us>). The new service will allow much greater flexibility to the IEC technical community for the organisation of meetings in support of IEC business.

**From Monday 27<sup>th</sup> August 2018**, IEC will begin allocation of licences to the Zoom platform to the following eligible people:

- Secretaries, Assistant Secretaries at TC and SC level
- Convenors for all Working Groups
- Project Leaders for all Project Teams.

All licensed users will no longer require Central Office administrative support for the creation and management of meetings, as they will be able to handle these activities directly.

For information, the current GoToMeeting service will be **terminated on Sunday 30<sup>th</sup> September 2018**.

Meetings after this date that are already scheduled with GoToMeeting will need to be recreated on the Zoom platform, and new meeting invitations must be sent to attendees. Committee officers are kindly asked to do this in cooperation with the Administrative Assistant or Technical Officer responsible for their committee.

Information concerning Zoom account creation will be provided directly to eligible users during August. Meanwhile, further information concerning the new service is available here: <http://go.iec.ch/zoom>

We are also pleased to announce that we have arranged for IEC members to benefit from the same licensing discounts as those available to IEC should they wish to purchase licences for their own use. More information is available by following the link above.

Feel free to contact [helpdesk@iec.ch](mailto:helpdesk@iec.ch) or the Administrative Assistant of your committee to have more information or if you need further assistance.

Yours faithfully,

F.W.P. Vreeswijk  
General Secretary & CEO

SCO