



2022 BLIA Virtual 4th Meeting of the Seventh Board of Directors Guidelines

I. Meeting Activities: Opening and closing ceremony, keynote speech, motion discussion, work reports, theme forum, virtual certification, recognitions, and awards, BLIA stories, BLIA 30th Anniversary special exhibition, Night of Buddha's Light, TAG Microfilm Festival, and cloud-based Sounds of the Human World Concert etc.

II. Meeting Schedule: (Based on Taiwan time, each country/region should adjust accordingly.)

Date	10/2 (Sun)	10/3 (Mon)	10/4 (Tue)	10/5 (Wed)	10/6 (Thu)	10/7 (Fri)	10/8 (Sat)	10/9 (Sun)
Meeting Program	Opening Ceremony Keynote Speech	BLIA Stories TAG Microfilm Award Ceremony	Buddha's Light Shining on the Five Continents	Sounds of the Human World Award Ceremony	Progressing onto Multi-faith	Green Environmental Preservation Charity Relief	Night of Buddha's Light	Motion Discussion Closing Ceremony
	Roundtable Icebreaker	Roundtable Discussion	Roundtable Discussion	Roundtable Discussion	Roundtable Discussion	Roundtable Discussion	Roundtable Discussion	
	There are seven exhibitions: Work Reports, BLIA 30 th Anniversary, Beauty of Buddha's Light etc.							
Time	9:00~12:00 Global Livestream	10/03-08: Theme programs and exhibitions are open at all times, everyone is welcome to view on your own schedule. Roundtable Discussion schedule to be announced.						9:00~12:00 Global Livestream
Login Time	8:00~ 8:50							8:00~ 8:50
Participant	All Participants	All are welcome to participate any time every day. Those who participate more will be awarded!						All Participants
Attire	Chapter uniform (or white top + BLIA uniform)							

III. Participants

Status	Position
World Headquarters	President, Acting President, Vice President, Elder, Director, Legal Affairs Officer, Treasurer, Secretary General, Vice Secretary General of the Continents, Committee Director (Vice), Lay Dharma Teacher/Lecturer, Group Member
Chapter	Chapter Elder Advisor, Elder Advisor General (Vice), President, Monastic Advisor, Executive, and Member
Subchapter	Subchapter Elder Advisor, President, Monastic Advisor, Executive, and Member

IV. Registration

***Meeting Official Website: Please go to the World Headquarters official website for enquiries, downloads, and the Online Registration System: <http://blia.org/>**

1. Registration time: **From May 1 to August 15, 2022**
2. How to register: 1) BLIA members are to login with BLIA Membership Number for registration.

***BLIA Members, YAD members, and Buddha’s Light scouts who have not processed their BLIA Membership Cards should apply to their chapters as soon as possible.**

2) Monastic Advisor and *Sigu*: Please login to Fo Guang Shan ECP administration system→BLIA Window for registration.

3. When registering, please provide correct **email address** and specify “language” under membership information for the sending of Board of Directors Meeting Handbook (e-file) and Sign-in Notice.

4. Registration fees:

1) Registering within May 1 – June 30, US\$20 (NT\$600) each.

2) From July 1 till August 15, US\$30 (NT\$900) each.

*Chapters should collect all registration fees for submission to the hosting organization before August 20 (please see VII. for fee submission).

5. Each participant will receive Meeting souvenirs.

V. Meeting Matters

1. This Meeting will be held on a virtual platform called VFair, please watch the demo on: <https://reurl.cc/XjX81g>
2. Participants must first download the VFairs APP from the Meeting website on cell phone/tablet. Login requires participant’s BLIA membership card number and email.
3. The Opening Ceremony on October 2 and Closing Ceremony on October 9 will be livestreamed, with all participants participating simultaneously. The virtual Meeting will be open at all times from October 3-8. We welcome participants to view all the special programs and exhibitions according to their own schedule.

VI. Additional Matters

1. **Lay Dharma Lecturer nomination and promotion** recommendation form and application form for Elder Advisor Committee are per Attachments 1-2.
2. **Work report for each continent:**

Item	Duration	Content	Upload Dates	Video Format
Work Report of each continent (October 2021~ July 2022)	3~5 minutes	Activities with focus on the General Conference Theme: “Wisdom and Innovation”	<u>Work Report Registration Form before June 10</u> (per Attachment 3) <u>Work Report uploaded before July 15</u>	<ul style="list-style-type: none"> • MP4 format, landscape, • 1920x1080 HD • Please include subtitles with Chinese on top and English below

3. Roundtable Discussion:

i. Continent host for each day

Date	10/3 (Mon)	10/4 (Tue)	10/5 (Wed)	10/6 (Thu)	10/7 (Fri)	10/8 (Sat)
Continent	North & South America	Chunghua	South East Asia & Southern Asia	North East Asia	Oceania	Europe/ Africa

ii. Other information

Discussion topics	The Meeting will provide topics for reference or each continent can set their own according to local conditions.
Number of roundtables	No limit (can set up roundtables based on topics/youths/languages/number of participants etc.) Maximum of 100 people per roundtable
Roundtable Staff	1-2 host, 1 IT staff, 1 news writer, 1 Life News Agency reporter, and 1 recorder.
<p>Remarks:</p> <p>*Please draw on collective wisdom to come up with creative events from the discussion.</p> <p>*Roundtable discussion can also be a small forum, ex. winner of Microfilm Contest shares his/her experience.</p> <p>*Recorder should compile and organize the notes into a pdf file after the discussion. The organizer will upload it to share with everyone.</p>	

iii. Please submit the “Roundtable Discussion Application” **before June 30** (Attachment 4).

4. **Sponsorships:** In order to facilitate the Meeting smoothly, chapter sponsorships will be accepted till August 15, and sponsor names will be printed in the Board of Directors Meeting Handbook. Please see Attachment 5 for the Sponsorship Form.
5. **Group photo and Meeting Theme Song:**
 - 1) In order to present the best group photo and to avoid unstable internet signals on the day of the Meeting, chapters are required to submit a group photo of their participants before **August 31** for coordination with all participants of the event (Attachment 6).
 - 2) Chapters are invited to produce videos according the Meeting Theme Song, details to be announced.
6. During the Board of Directors Meeting, there will be ongoing recording and photo taking. Please ensure that the video camera is turned on and be mindful of personal demeanor and meeting etiquette.
7. In order to help participants to become familiar with the virtual Meeting, we invite all participants to attend the platform testing on **September 10**, specific times will be announced.

VII. Fee Submission

1. Chapters are required to coordinate and wire all registration fees and sponsorships to the bank account designated by the Board of Directors Meeting:

Currency	Item	Content
USD\$	Bank Name	Preferred Bank City of Industry Branch
	Bank Address	601 S. Figueroa St. 48th Floor, Los Angeles, CA 90017, U.S.A.
	SWIFT	PRFRUS6L
	Bank ABA Routing	122042205
	Account Name	Buddha’s Light International USA
	Account	006625010
	Address	3456 Glenmark Dr., Hacienda Heights, CA 91745 U.S.A.
	TEL	+1 (626) 923-5146 Contact: Audrey Tang

After wiring the funds, please email **proof of wiring, chapter name, name of person wiring, and contact person** to Audrey Tang at 2022conference@blia.org for confirmation.

2. Please complete the 2022 BLIA Chapter Meeting Registration Fees Summary (Attachment 7) and **submit it before August 20.**

VIII. Contacts:

1) BLIA World Headquarters America Secretarial Office

3456 Glenmark Drive, Hacienda Heights, CA 91745 U.S.A.

Tel: 1-626-968-4675~77

Fax: 1-626-968-1255

Email: info@blia.org

Contact person: Ven. Chueh Chung

2) BLIA World Headquarters Asia Secretarial Office

8F, 327 Sung Lung Road, Taipei 11087, Taiwan

Tel: 886-2-2762-0112 Ex. 2330

Fax: 886-2-2762-8623

Email: bliataipei@blia.org

Contact person: Ven. You Rong

3) 2022 BLIA Virtual Board of Directors Meeting Host

(BLIA Los Angeles Office)

3456 Glenmark Drive, Hacienda Heights, CA 91745 U.S.A.

Tel: +1 (626) 961-9697 Ex. 5187, 5188

Email: 2022conference@blia.org

Contact person: Jingjing Wang