



LANDSMØTET 2023

The Congress guide 2023

When will you be at the Congress?

The Congress opens at exactly 12.30 on Tuesday 21 March and finishes (at the latest) at 16.00 on Thursday 23 March.

There will be lunch at the hotel at 11.30 on Tuesday 21 March.

Registration before the start of the meeting

All delegates must be registered before the meeting opens at 12.30. This takes place at NJ's own national meeting check-in at the hotel. Make sure you arrive in good time, as there may be a queue. Registration opens at 9.00 on Tuesday 21 March.

Remember to bring your own PC and charger.

Name badges

You will receive your name badge when you check in. You must wear it throughout the meeting. No one is allowed to enter the meeting hall without a name badge. This also applies to non-delegates, such as guests and officials. The name badge must also be worn during the dinners.

Leave of absence

The national Congress is a political meeting where decisions are taken. Delegates have duty to attend the entire meeting. If something should happen that gives you problems attending all or part of the meeting, you must submit a written request for leave to the chairpersons. You can do this through a function in the MyMeet meeting system. It is the National Assembly that approves all leaves of absence.

In advance of the meeting, delegates can send an application for leave to landsmote@nj.no.

If you do not wish to attend the Congress banquet, we ask that you do not tick this box when you register via the link sent to you by email. If you have already registered for dinner, but are not going to eat, please email lovise@fjellogfjord-konferanser.no as soon as possible.

Where will you be staying?

Delegates will stay at the [Thon Hotel Oslo Airport](#) at Gardermoen. This is the same hotel where the national meeting is organized.

The Norwegian Union of Journalists will pay for the delegates' hotel accommodation, the chairs, the control committee, the election committee, overnight guests and group representatives in the period Tuesday 21 March to Thursday 23 March.

You are booked into a single room unless you have otherwise when you registered.

Food

Please arrive in good time before the opening on Tuesday to have lunch. Lunch is at 11.30am and the Congress opens at 12.30 (you must be seated in the hall by then)

- Breakfast is served every day from 06.00 - 10.00.
- Coffee, water, and a variety of snacks are available during the breaks
- Dinner:
Tuesday: 20.30 (Snack at 16.00)
Wednesday: 18.30 Welcome drink and festive dinner! Dress code: Smart.

Travel

Delegates, chairpersons, control commission, election committee and media group representatives will get the travel expenses to Congress paid, after the cheapest mode of travel. Remember to travel green wherever possible, even if it may cost somewhat more. The National Board has adopted guidelines for reimbursement of expenses. You can find the guidelines on the NJ website.

You will organize your own travel arrangements. Remember that you must be present during the entire national meeting. If you wish, you can book tickets via Berg-Hansen travel agency for the Congress. This applies to the main journey (train/plane). Remember to keep costs down when buying tickets. Taxi and travelling in own car must be arranged with NJ's secretariat in advance of the meeting.

How to book your journey to and from the national meeting via Berg Hansen:

1. Create a personal travel profile: <https://booking.berg-hansen.no/cgiip.wsc/xwnewprofile?LacNo=117017&SecKey=knPCjiiSwikefic>
2. Once you have your username and password, you can book your travel to the Congress
3. Log in to www.berg-hansen.no or download the app

From Gardermoen to the hotel

There are several buses from Gardermoen to the hotel. Check departure times on Entur.no

The Congress hall

The Congress meeting is in the large hall at the hotel. It has both classroom layout and café table layout. The classroom set-up is for delegates only. Guests, the Election Committee, the Control Commission, the Secretariat, and journalists sit at the café tables or at another agreed place.

During the meeting, delegates move to the back of the room at certain points. There are signs indicating where the different delegates should sit in the hall according to who they represent at the national assembly.

Safety during the event

All participants, guests, panelists, and the secretariat must register at the NJ reception desk at the hotel before entering the meeting

room. Everyone must wear name tags in lanyards around their necks throughout the meeting, including during the Congress party dinner.

At daytime, the NJ Secretariat will wear blue (cyan) t-shirts with the NJ logo on them. The police have been informed about the event. If there are messages from the police, delegates must comply with them.

Meeting life

The national Congress documents are available in the national Congress system and at www.nj.no/lm23 Here you will also find other useful information about the national Congress.

The national Congress system

NJ uses a fully digital national Congress system (MyMeet). Delegates are invited to an online course prior to the national Congress. Delegates are responsible for familiarizing themselves with MyMeet via links received from landsmote@nj.no.

Proposals during Congress are made via this system. Some voting will also take place via MyMeet if the chairpersons and the national assembly are in favour of it. If you have any questions about the digital meeting system before the national meeting opens, you can visit the NJ help centre from 9.00 at the reception of the hotel. Online courses are also organised in MyMeet. Here you can find a [training video](#). A manual can be found [here](#).

IMPORTANT: Delegates must bring their own PC and have Google Chrome installed to use the national meeting system! Log in before the meeting (see email sent to you) NB: Use the same PC you used during the MyMeet course. The Firefox browser will also work. There will be a separate network during the meeting. Some work PCs have restrictions against non-work networks, so PC must be able to connect to external networks. NB: You cannot use a mobile phone or tablet for MyMeet.

Congress will discuss, among other things

- Report and accounts for 2020 and 2021
 - The accounts for 2022 will be presented for information

- A new action plan - the prioritised areas for shop stewards and the secretariat over the next two years
- Changes to NJ's programme - which constitutes NJ's policy and long-term goals
- Changes to the statutes - which explain what NJ is and how the organisation is to be run
- Financial guidelines for the next two-year period
- Any other motions, such as resolutions

Paperless meeting

MyMeet is a meeting system that manages documents in a simple way. You will not be given any papers during the meeting.

There is free wireless internet at the Congress hotel, and charging is possible at all table rows in the Congress meeting room.

Proposals received

Some chapters and teams have submitted proposals to the Congress. The National Board have reviewed these proposals. Some may have been rejected, some have been included in the action plan and some have been considered done by the National Board.

ATTENTION:

If proposals that have not been taken forward by the National Board are to be discussed and voted on by the Congress, one of the delegates must resubmit them to the Congress on behalf of themselves or a group.

What you can propose in the meeting

- All proposals submitted in the past can be resubmitted.
- Delegates are also free to propose priorities for the next two years in the Action Plan.
- The General Assembly can decide by a 4/5 majority to deal with matters not on the agenda, if the matter does not suggest changes to the Statutes.
- It is only possible to propose amendments to the Statutes on items for which amendments have already been tabled, and only about the proposed amendment.
- A more detailed overview can be found in the Rules of Procedure. The Rules of Procedure are the basis for how the meeting is

organised. Here are the National Board's proposed [Rules of Procedure](#).

How can you submit proposals?

All proposals must be submitted in writing through the Congress system and must also be tabled from the floor.

The chairs will let you know when the Congress draws a line (closes) for new proposals.

Taking the floor

The Congress is for political discussion. Take the floor through the meeting system and argue in favour of your issues and topics you are passionate about. You may prepare speeches before going to the meeting so that you are ready for the debates.

Editorial committees

The Congress elects two editorial committees at the start of the meeting:

- the Action Plan Editorial Committee
- the Editorial Committee for the Statutes and Programme.

The editorial committees will come up with a proposal that the Congress can agree on (or reject) if there are different proposals and if there are conflicting proposals. This is to help the Congress reach a decision.

The editorial committees normally present their proposals on the morning of the last day of the Congress and decisions are taken accordingly.

Elections

The Congress will elect a new National Executive Board (landsstyre) of 15 people and 8 reserves, a control commission, an election commission.

You can propose counter-candidates for any of the seats during the elections, but the person you propose must have agreed to stand.

Socialising at the Congress

Tuesday

After the meeting on Tuesday, there is a dinner in the hotel restaurant. During the breaks, the lobby (the "room" outside the conference hall) is the natural gathering place. If there is time, a quiz will be held in the bar area before dinner.

The Congress banquet on Wednesday

The Congress banquet is an important part of the social programme during the Congress.

What to wear: Formal outfit (remember to wear your lanyard).

In addition to good food, during the Congress banquet we will honour one or more union representatives with Trygve Moe's prize, "the Trym Prize". This is NJ's highest honour for efforts done within the Norwegian Union of Journalists and our members.

Get to know each other!

There are many delegates at Congress. Some are new and others have been with the organization for a long time. Use this opportunity to get to know each other and talk to people you haven't met before.

During the Congress there will be debates. These take place at the back of the hall, on a separate stage.

There will be no place cards during meals and at the Congress banquet, with the possible exception of our guests.

Shopping

Take what you need with you. You won't have time to shop.

Fitness

The hotel has its own great fitness room. This is open from 07.00 in the morning until 23.00 in the evening.

Especially for NJ guests

We ask our guests to notify Fjell og Fjord if you are going to be with us at other times than we have been informed. This is particularly important with regard to

- hotel accommodation
- participation at the Congress banquet
- security - so that we know who is on the premises

Welcome to a three-day workshop where we together make The Norwegian Union of Journalists even better!

Questions or comments? landsmote@nj.no