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## IOTC ONLINE/VIRTUAL MEETINGS

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LAST UPDATED: 17 JUNE 2020

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### Protocols and Procedures

Due to the COVID 19 pandemic the IOTC has decided to conduct its Scientific Working Party Meetings using online/virtual tools to ensure the continuation of science-based management advice to the IOTC Commission.

For the first few meetings, we are using Microsoft Teams however this may be adjusted to include other platforms such as Zoom. This is the first time that these tools will be used for IOTC working party meetings and so although we are expecting a smooth and productive process, there are likely to be a few technical issues and glitches. We hope that these will be minor and ask for your patience and understanding under these circumstances

Please find below a brief reminder of the relevant rules, procedures and useful tips to ensure a successful conduction of these two meetings.

#### I. Registration and Document Access:

It is critical that you register for the meeting in which you intend to participate. This can be done at <https://iotc.org/meetings>. Only registered participants will be sent the invitation link for the meeting.

Documents will continue to be made available on the individual webpages dedicated to each meeting

#### II. Connecting through the Microsoft Teams platform:

Once registered, you will receive an invitation to join the Microsoft Teams meeting as a participant; you do not need to have the Microsoft Teams application installed on your computer; you only need the meeting invitation and a browser. It is recommended that you do not use older browsers such as Internet Explorer.

Please remember that this invitation is personal and individual. Consequently, you are requested not to share the invitation or the relevant links with unregistered external persons or entities.

It would be most appreciated for the efficiency of the process if you could join the meeting no later than five minutes before its programmed start. This does not exclude the possibility you have to join the meeting at any moment, should this be necessary. Please do not introduce yourself upon joining the meeting, particularly if the meeting is already in progress.

In order to facilitate a smooth experience, we ask you that when joining the meeting your **microphone is muted and your camera is off**. This is especially critical if you join the meeting a little late or while a presentation is in place. We also suggest that you use a headset with an integrated microphone.

To prepare yourself to the use of the Microsoft Teams platform, we recommend that you read the information at the following links:

- [Teams Hardware requirements](#)
- [Teams-overview](#)

### **III. Conduction of the meeting and participation:**

#### **Before the meeting:**

If you have already identified comments or questions on a particular presentation that you wish to raise, you should submit them in advance to the Chair of the meeting who will provide them to the author. These can then be addressed directly between you and the author or if of general relevance, can be briefly responded to after the presentation or using the side chat feature.

#### **During the meeting:**

- Please observe the usual IOTC meeting protocols. You cannot intervene unless given the floor by the Chair of the meeting; please request the floor through using the “chat” panel. There is a “Hand Raising” option that will attract the attention of the chair and allow him to see who is requesting the floor in the order in which it is requested.
- When taking the floor, please remember to identify yourself.
- Do not forget to unmute your audio and activate your video or to check that they are unmuted and activated and speak up and clearly.
- Interventions should be as short and concise as possible (preferably less than 3 minutes). The meeting is severely shortened, and long interventions should rather be raised beforehand as mentioned above or asked using the chat feature. The author can then respond accordingly without taking up valuable meeting time.
- As soon as it is convenient to do so after making your intervention, and at least immediately when the Chair gives the floor to somebody else, please do not forget to mute your microphone and to inactivate your video once again.

Thank you and we wish you a successful and fruitful participation.