

## Zoom Meetings – a guide for participants

The 2020 Technical Committee on Allocation Criteria will be held using the Zoom video-conference platform.

- Date: 15-16 September 2020 - for 2 hours per day
- Interpretation (French / English) will be available;
- Entry to the meeting will be by password, and these will only be provided to credentialed individuals.
- **Start time for the meeting will be 2.30 pm Seychelles time**, which, across the global span of Members ranges from 11.30 am in the United Kingdom to 8.30 pm in (Canberra) Australia. Please [\[click here\]](#) to work out the time in your country.
- **Meeting access information will be sent via an outlook meeting invitation** (which should schedule the meeting correctly in your location)

### **Access to Zoom**

Participants can access Zoom from all devices, via web browser or App. We strongly recommend downloading the App on your device for a better user experience and using a PC/laptop with Ethernet (land wire) connection rather than Wi-Fi.

Please visit <https://zoom.us/test> to download and test both Zoom and your internet connection.

### **You will receive a link**

In accordance with Rule III of the IOTC Rules of Procedure (2014), official credentials are required in order to participate in the meeting. Please note, only those who are listed on a Letter of Credentials will receive meeting access information (by email) and be permitted to join the sessions.

Participants can attend the Zoom meeting by clicking the link to the meeting in the invitation email.

A guide to joining Zoom meetings can be found [\[here\]](#). This guide provides you with the instructions for joining a Zoom meeting from a variety of platforms and operating systems. It is recommended that you do not use older browsers such as Internet Explorer.

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

### **Who are you?**

Please ensure that the name of your (three letter) Country or Organization appears in the name box. To do this, click on the dots appearing in the right hand corners of your image box, select Rename and insert your Country (see the list below). The Head of Delegation should include HOD after their name e.g. 'AUS

HOD'. Only a HOD will be invited to speak; however, she/he may defer to a member of their delegation if required.

### **Join the meeting early**

The meeting will be open 30 minutes prior to the start. It is recommended that participants login to the meeting 15 minutes prior to the start time.

This does not exclude the possibility you can join the meeting at any time, should this be necessary.

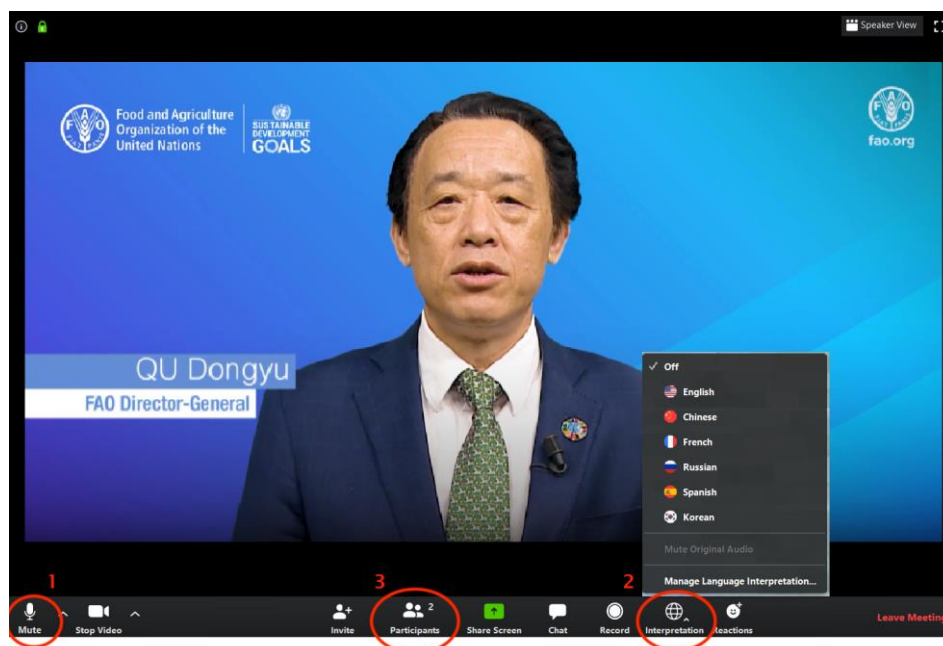
You will enter the meeting via the waiting room, where your credentials will be verified. Please enable the chat window when entering so the Secretariat can communicate with you if necessary.

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**.

We suggest you

- use a USB headset or earphones with integrated microphone.
- turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting and ensure you are in a place with no background noise or echo.
- make sure you enter the virtual meeting room in Mute mode and click the Unmute button (1) only when speaking.
- If interpretation is available, select the language you wish to listen to in the Interpretation menu (2).



### **During the meeting:**

- If you wish to take the floor, use the Raise Hand function in the Participants menu (3).
- Please note that if you make an intervention in another language than the one that you are listening to, you need to turn interpretation off by selecting Off in the Interpretation menu.
- Please speak slowly, clearly, and avoid excessive use of acronyms.
- 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 “participants” panel. There is a “[Hand Raising](#)” option that will attract the attention of the chair and allow her/him to see who is requesting the floor in the order in which it is requested. Additional icons provide the ability to give non-verbal feedback during the session (such as “yes”, “no” or “go slower”).
- 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 presenter 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.

<b>CP</b>		MOZAMBIQUE	MOZ
AUSTRALIA	AUS	OMAN	OMN
BANGLADESH	BGD	PAKISTAN	PAK
CHINA	CHN	PHILIPPINES	PHL
COMOROS	COM	SEYCHELLES	SYC
ERITREA	ERI	SIERRA LEONE	SLE
EUROPEAN UNION	EU	SOMALIA	SOM
FRANCE (OT)	FRA	SOUTH AFRICA, REP. OF	ZAF
INDIA	IND	SRI LANKA	LKA
INDONESIA	IDN	SUDAN	SDN
IRAN, ISLAMIC REPUBLIC OF	IRN	UNITED REPUBLIC OF TANZANIA	TZA
JAPAN	JPN	THAILAND	THA
KENYA	KEN	UNITED KINGDOM (“BIOT”)	GBR
KOREA, REPUBLIC OF	KOR	YEMEN	YEM
MADAGASCAR	MDG	<b>CNCP</b>	
MALAYSIA	MYS	LIBERIA	LBR
MALDIVES	MDV	SENEGAL	SEN
MAURITIUS	MUS	<b>OBSERVERS</b>	OBS
		<b>INVITED EXPERTS</b>	EXP