Indian Ocean Tuna Commission
Commission des Thons de l'Ocean Indien
iotc ctoi

Zoom Meetings – a guide for participants

The 25th Session of the IOTC Commission (S25) meeting will be held using the Zoom video-conference platform.

- Date: 7-11 June 2021 - for 4 hours per day

- Interpretation (French / English) will be available

- Entry to the meeting will be by a unique link, and these will only be provided to credentialed individuals.

- **Start time for the meeting will be 11 am Seychelles time**, which, across the global span of Members ranges from 7.00 am in the United Kingdom to 6.00 pm in (Canberra) Australia. Please [click here] to work out the time in your country.

- **Credentialled participants will be sent an email from the Secretariat asking them to register in order to receive a link to the meeting. Once registered, participants will have direct access to the meeting room.**

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 need to register to 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.

- Credentialed participants will be sent an email inviting them to register for the meeting
- Once they are registered and their credentials verified, they will be sent a link to the meeting. -
  - Note, individual access will be restricted to the email address you provided.
  - *Note also, if you do not already have a zoom account, you may be asked to create one. This is a very simple process that takes place when you attempt to register.*

Once registered, participants can attend the Zoom meeting by clicking the link to the meeting in the (registration) confirmation 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 – and will greatly assist the Secretariat to correctly identify participants. 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 1 hour prior to the start. It is recommended that participants login to the meeting at least 30 minutes prior to the start time.

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

Please do not introduce yourself upon joining the meeting, particularly if the meeting is already in progress.

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).

Interpretation

if you require simultaneous interpretation in French or English, please select the interpretation button at on the tool bar on the bottom of the zoom participants menu (see 2 on the below picture).
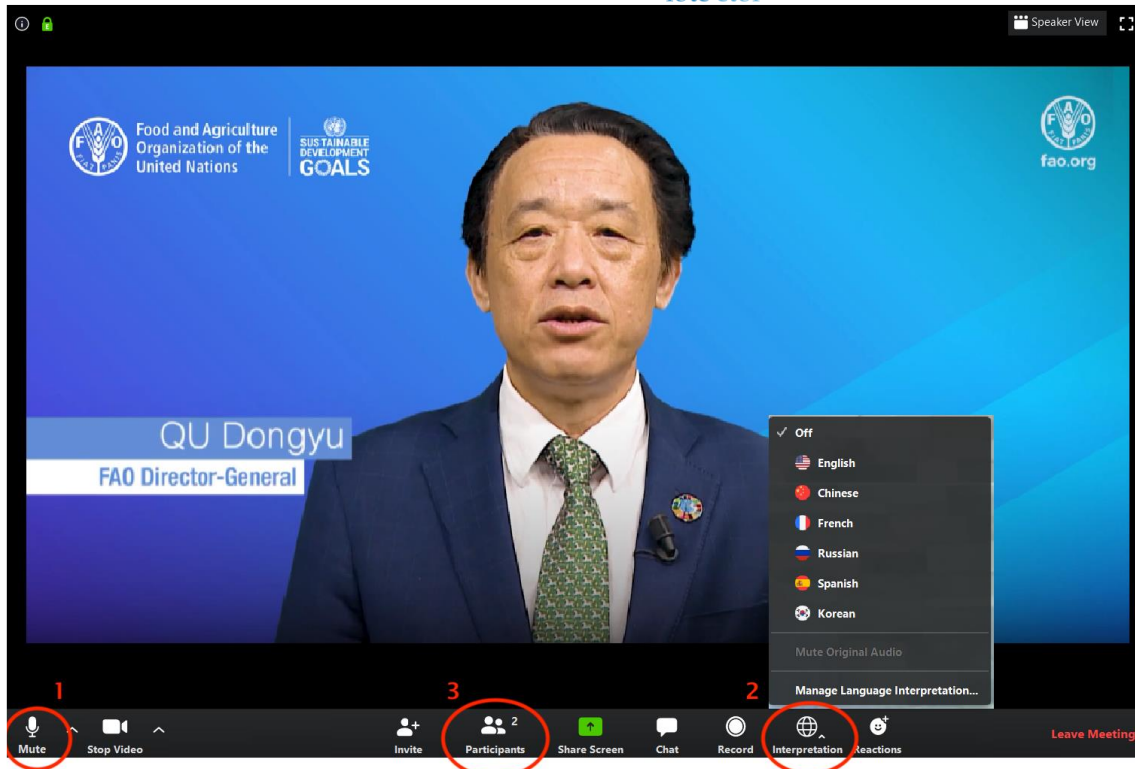
During the meeting:

- 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 "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").

- 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.

- 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).

- 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.

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