



GEN-009/2021


27TH REGULAR MEETING OF THE COMMISSION

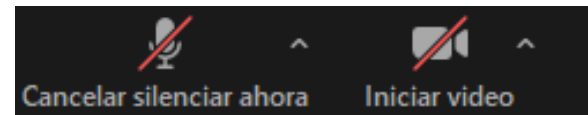
ONLINE, 15 - 23 NOVEMBER 2021

Zoom guidelines



2. General guidelines

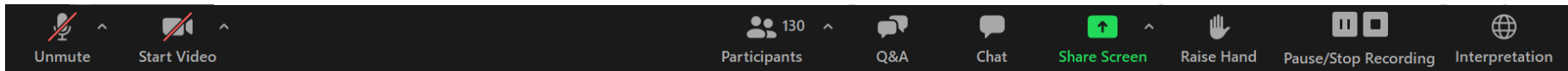
- Access the meeting preferably with the official Zoom client (the web client has some limitations)
- Practise with your system and with Zoom beforehand
- Ensure that the **name of your Delegation** appears in the name box. To do this, click on the dots appearing in the right hand corners of your image box, select Rename and insert your Delegation name in English and capital letters, followed by your name and last name (eg. ICCAT Camille Manel).
- **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**
- We recommend using a **microphone headset** 
- Please note that this **meeting will be recorded**
- Maintain your **video camera inactive** unless speaking
- Keep **microphone muted** unless speaking
- Once the Chair gives you the floor, unmute your microphone, turn on your camera (helps interpreters) and **speak slowly**



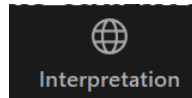


3. Zoom features

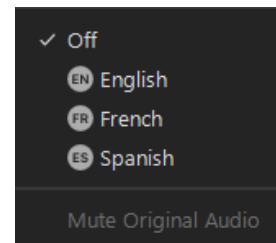
- Two different types of participants: Panellist (can intervene) and Participant (can only listen)
- Common Zoom toolbar appearance:



- Interpretation feature



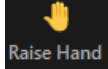
- Choose your language between English, French, Spanish and Arabic and mute original audio (optional)





4. Panelists (1/2)

- **Floor request**

- **Raise your hand** to request the floor by clicking the button  in the Toolbar
- Check in the list of participants to ensure that your hand is raised
- **Wait** until the Chair gives you the floor
- Lower your hand when you finished
- Order of requests will be shown on the participants list

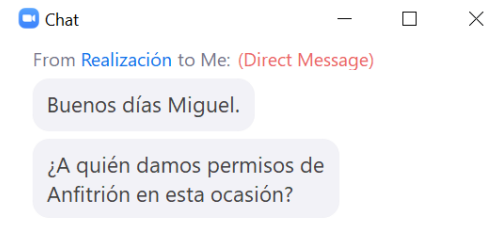




4. Panelists (2/2)

Chat

- Useful for agreement or disagreement (yes/no) parallel discussions
- Chats may not get an answer to chats and may not be formally incorporated in the report
- Often good to type a comment that has been made verbally
- Very good for offering text suggestions - but please follow with a verbal comment
- Be aware that **all chats will be recorded**





5. Rapporteurship / Report requests

- 1) Take notes during the session
- 2) Once the meeting is closed, the draft report **must be provided** to Chair and Secretariat, as soon as possible



6. Guidelines for Observers

Any eligible **Observer** admitted to the meeting may:

- Attend meeting sessions, as set forth above, but **may not vote**;
- Make **oral statements during the meeting** upon the invitation of the Chair;
- Distribute documents at the meeting through the Secretariat;
- Engage in other activities, as appropriate and as **approved by the Chair**