

GEN-009/2021

27TH REGULAR MEETING OF THE COMMISSION

ONLINE, 15 - 23 NOVEMBER 2021

Zoom guidelines





1. Meeting logistics

Meeting documents available at:

https://www.iccat.int/com2021/index.htm#en



Timetable (UTC/GMT +1 Madrid time):

• Check document **GEN-002**

Date/Time table	09:00 09:30 10:00 10:30	11:00 1	11:30 12:	00 12:30	13:00 1	13:30	14:00	14:30 15	:00 15:30	16:00	16:30	17:00 17:30	18:00 18:3	80 19:00	
Friday, 12 Nov		PA2 MSE		Break		PA2 MSE			Break		PA2 MSE				
Saturday, 13 Nov		CC			0C		Break	COC							
Sunday, 14 Nov		COC		Break		COC			Bre	ak	COC				
Monday, 15 Nov		PLE		Break		PLE			Bre	ak	STACFAD				
Tuesday, 16 Nov				PA1		PA3	Break	PA2	P.	A4					
Wednesday, 17 Nov		PWG		Brea	ak	CO	C	PA4	Bre	ak	PA	.1			
Thursday, 18 Nov		P/			A2		Break	PA4							
Friday, 19 Nov		STACFAD		Break		PW	/G COC		Bre	Break I		4			
Saturday, 20 Nov			PA	.3	PA1		Break	PWG	P.	A2					
Sunday, 21 Nov	FREE DAY FOR CONSULTATIONS														
Monday, 22 Nov	TBD	Break TBD		Break			TBD		Break	S	TACFAD		_		
Tuesday, 23 Nov				P	ĹE		Break	PI	LE						





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**





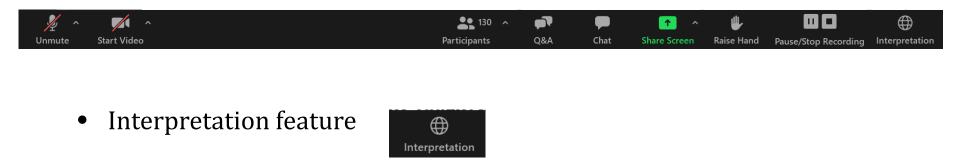


3. Zoom features

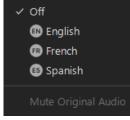
• Two different types of participants: Panellist (can intervene) and

Participant (can only listen)

• Common Zoom toolbar appearance:



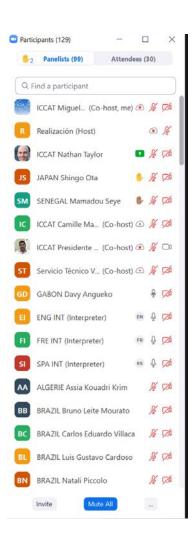
 Choose your language between English, French, Spanish and Arabic and mute original audio (optional)





4. Panelists (1/2)

- Floor request
 - Raise your hand to request the floor by clicking the button Raise H 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



in





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
 Chat □ × From Realización to Me: (Direct Message)
- Be aware that **all chats will be recorded**





5. Rapporteuring / 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**