



GEN\_009/2022

# **GUIDELINES FOR REQUESTING THE FLOOR AND ONLINE PARTICIPATION IN THE MEETING**

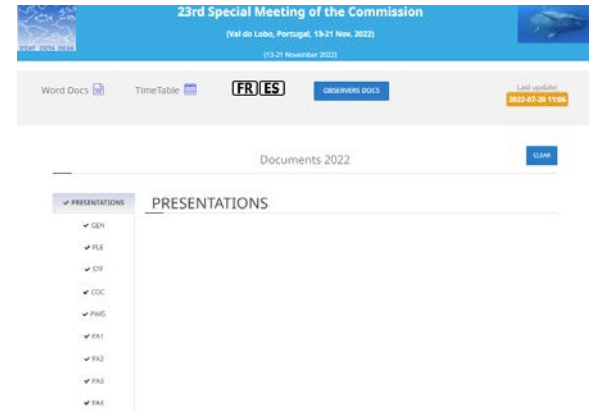
*23rd Special Meeting of the Commission  
Hybrid format, 14 - 21 November 2022*



# 1. Meeting logistics

Meeting documents available at:

<https://www.iccat.int/com2022/index.htm#en>



Timetable (UTC/GMT +0, Portugal mainland time):

- Check document **GEN\_002**

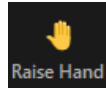
Day/Time	8:30-9:00	9:00-10:30		11:00-13:00		14:30-16:00		16:30-18:00	18:00 -19:00
Sunday 13	Registration	PA4	Coffee break	PA4	Lunch	PA4	Coffee break	PA4	Officers meeting
Monday 14	Registration/HD Meeting	Opening*		PLE		PLE			
Tuesday 15		PA1		PA2		PA3			
Wednesday 16		STACFAD		COC		PWG			
Thursday 17	HD Meeting (TBD)	COC		PA2		PWG			
Friday 18		PA4		PA1		STACFAD			
Saturday 19		PA3		COC		PWG			
Sunday 20		TBD		TBD		No meeting			
Monday 21		TBD	PLE	PLE	PLE				



## 2. General guidelines for panelists (1/2)

- **ZOOM invitation** are personal and **shall not be shared** with anyone
- Ensure that the **name of your Delegation** followed by your name and surname appear in the name box (e.g. ICCAT Camille Manel)
- Order of requests will be shown on the participants list

If you are **attending the meeting in-person** and as a panellist:

- All **in-person participants** who are **allowed to speak on behalf of their delegation** should **connect to ZOOM**, using the ZOOM personal invitation received by e-mail
- **Raise your hand** to request the floor by clicking the button  in the Toolbar and lower your hand when you finished
- Make sure your **computer microphone is muted at all times**

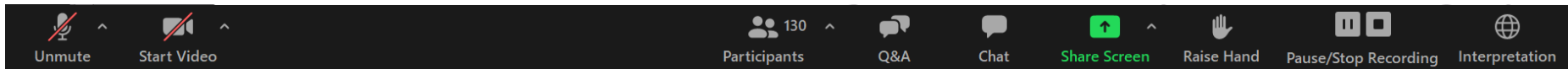
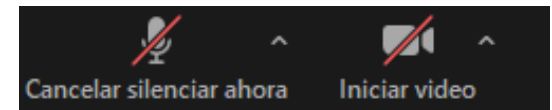


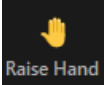
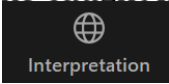


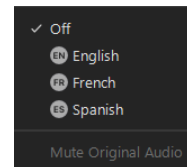
## 2. General guidelines for panelists (2/2)

If you are **attending the meeting online** and as a panellist :

- ✓ Using a **microphone headset** is recommended
- ✓ Make sure that the microphone is turned on **only once the Chair has given you the floor**
- ✓ **Turn off all sound notifications** (Skype, WhatsApp, emails, etc.) while attending the meeting and ensure that you are in a place with **no background noise or echo**
- ✓ Maintain your **video camera inactive** unless speaking
- ✓ Once the Chair gives you the floor, unmute your microphone, turn on your camera (helps interpreters) and **speak slowly**



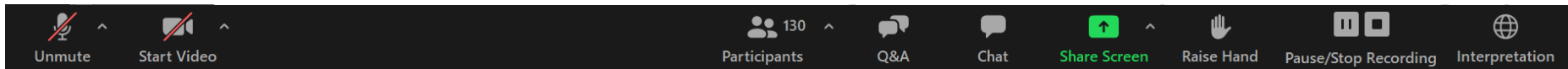
- ✓ **Raise your hand** to request the floor by clicking the button  in the Toolbar and lower your hand when you finished
- ✓ In the interpretation feature  choose your language of preference from English, French, Spanish and Arabic
- ✓ You may mute the original audio (optional)




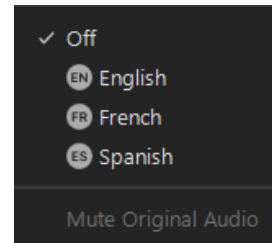


### 3. General guidelines other online participants

- Access the meeting preferably with the official Zoom client (the web client has some limitations)
- Ensure that the **name of your Delegation** followed by your name and surname appears in the name box (e.g. ICCAT Camille Manel).
- Please note that **you will not have access to the floor** (to speak) but will have access to other ZOOM features



- In the interpretation feature  choose your language of preference between English, French, Spanish and Arabic
- You may mute the original audio (optional)





## 4. Chat

- Chats may be sent to everyone or to specific delegates
- Chats may not get an answer and may not be formally incorporated into 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
- Useful for agreement or disagreement (yes/no) parallel discussions
- 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 the Chair and Secretariat, as soon as possible



## *6. Guidelines for Observers*

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

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