



GEN_009/2023
Original: English

GUIDELINES FOR REQUESTING THE FLOOR AND ONLINE PARTICIPATION IN THE MEETING

*28th Regular Meeting of the Commission
Hybrid format, 13 - 20 November 2023*

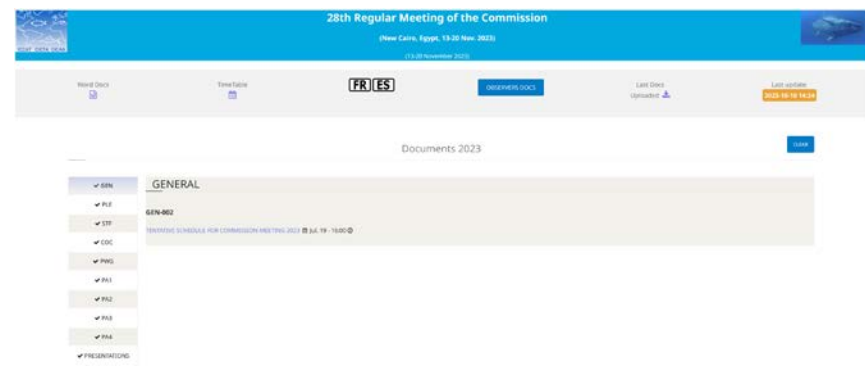


1. Meeting logistics

Meeting documents available at:
<https://www.iccat.int/com2023/index.htm#en>

WORD documents available at:
<https://secretariat.iccat.int/index.php/s/oECpYPoGkEK8Gx7>

Observers' documents available at:
<https://www.iccat.int/com2023/observers.htm>



Timetable (UTC/GMT +2, Egypt time):

- Check document GEN_002

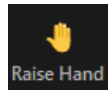
Day/Time	8:30-9:00	9:00-10:30		11:00-13:00		14:30-16:00		16:30-18:00	18:00 -19:00
Saturday 11	Registration	COC	Coffee break	COC	Lunch	COC	Coffee break	COC	
Sunday 12	COC	COC		COC		COC		COC	Officers meeting
Monday 13**	Registration/ HD Meeting	Opening*		PLE		PLE		PLE	
Tuesday 14		PA1		PA2		PA4		PWG	
Wednesday 15		STACFAD		PA3		COC		PA1	
Thursday 16	HD Meeting (TBD)	COC		PA2		PWG		PA3	
Friday 17		PA4		PWG		STACFAD		PA2	
Saturday 18		PA1		COC		PWG		STACFAD	
Sunday 19		TBD		TBD		No meeting		No meeting	
Monday 20		TB		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 for access to the floor 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**

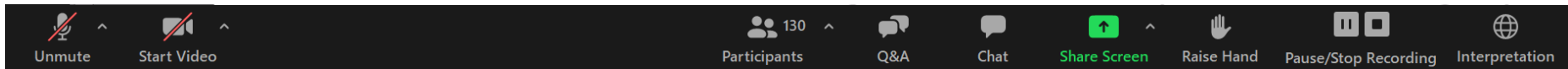
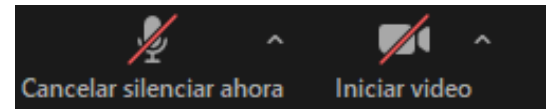


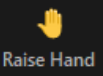
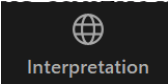


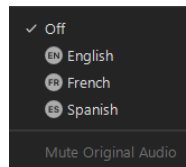
2. General guidelines for panelists (2/2)

If you are **attending the meeting online** as a panelist :

- ✓ 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**



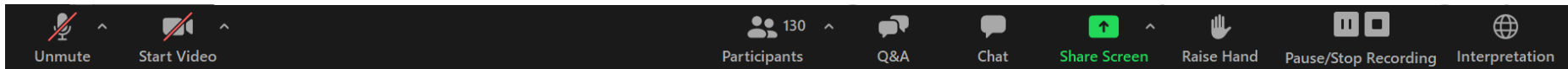
- ✓ **Lower your hand** by clicking the button  in the Toolbar when you finished
- ✓ In the interpretation feature  choose your language of preference from English, French, Spanish and Arabic
- ✓ You may mute the original audio (optional)

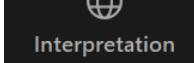




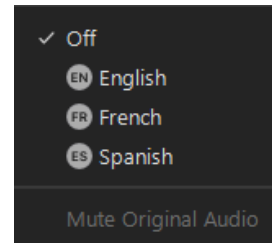
3. General guidelines other online participants

- 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 **Observers** 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**.