



GEN_009/2024
Original: English

GUIDELINES FOR REQUESTING THE FLOOR AND ONLINE PARTICIPATION IN THE MEETING

*24th Special Meeting of the Commission
Hybrid format, 11 - 18 November 2024*



1. Meeting logistics

Meeting documents available at:
<https://www.iccat.int/com2024/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 +3, Cyprus time):

- Check document [GEN_002](#)

24th Special Meeting of the Commission
 (Limassol, Cyprus, 11-18 Nov. 2024)

Word Docs | Statistics | TimeTable | **FR ES** | OBSERVERS DOCS | Last Docs Uploaded

Documents 2024 [CLEAR]

Tentative schedule for the 2024 Commission meeting
 Calendrier provisoire de la réunion 2024 de la Commission
 Programa provisional para la reunión de la Comisión de 2024

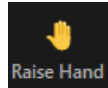
Day/Time Jour/Heure Día/Hora	8:30-9:00	9:00-10:30		11:00-13:00		14:30-16:00		16:30-18:00	18:00-19:00
Sat/Sam./Sáb. 9	Registration Inscription Registro	PA1		PA1		PA1		PA1	
Sun/Dim./Dom. 10		PA1	Coffee break/ Pause-café/ Pausa café	PA1	Lunch/Déjeuner/ Almuerzo	PA1	Coffee break/ Pause-café/ Pausa café	PA1	Officers meeting Réunion des mandataires Reunión de cargos
Mon/Lun./Lun. 11**	Registration/HD Meeting Inscription/Réunion HD Registro/Reunión HD	Opening*/PLE Ouverture*/PLE Apertura*/PLE		PLE		PLE		PLE	
Tues/Mar./Mar. 12		PA1		PA2		PA3		PA4	
Wed/Mer./Miérc. 13		STACFAD		PWG		COC		PA2	
Thurs/Jeu./Juev. 14	HD Meeting (TBD) Réunion HD (TBD) Reunión HD (TBD)	COC		PA4		PWG		PA1	
Fri/Ven./Vier. 15		COC		PA2		STACFAD		PA2	
Sat/Sam./Sáb. 16		COC		PWG		PA4		STACFAD	
Sun/Dim./Dom. 17		PA1		TBD		No meeting Aucune réunion Sin reunion		No meeting Aucune réunion Sin reunión	
Mon/Lun./Lun. 18		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 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**

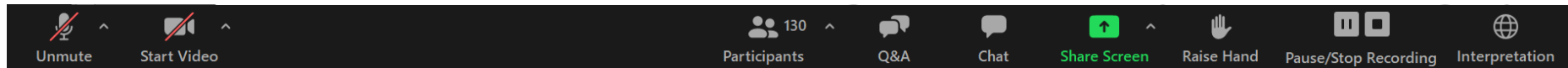
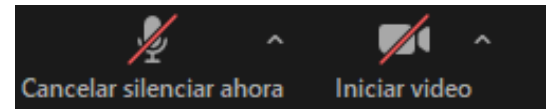


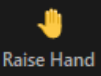
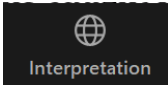


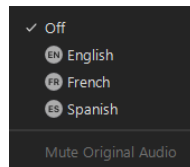
2. General guidelines for panelists (2/2)

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**



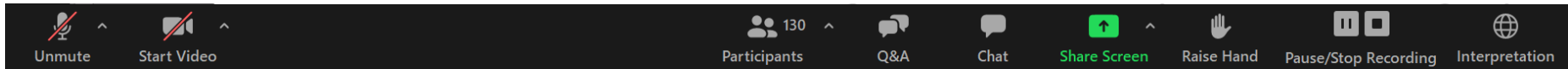
- ✓ **Lower your hand** by clicking the button  in the Toolbar when you finished
- ✓ In the interpretation feature  choose your language of preference from English, French, Spanish and Arabic
- ✓ You may mute the original audio (optional)

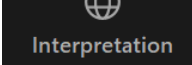


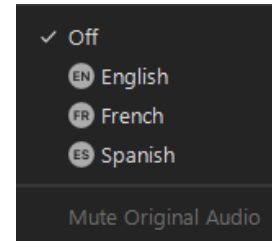


3. General guidelines other online participants

- 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**.