

28th Meeting of the ASCOBANS Advisory Committee

26-28 September 2023

Online Meeting Protocol




In order to facilitate the smooth and uninterrupted flow of the 28th Meeting of the ASCOBANS Advisory Committee (AC28) for the online participants, the Secretariat has compiled the following set of guidelines:


1 Before the Meeting



The meeting will be held in person in Bonn, Germany, and for online participants using WebEx. Joining via computer, no preliminary download is necessary as the participants can join through their internet browsers using the meeting link, which will be sent to registered online participants by the Secretariat.

Make sure you have a stable internet connection (preferably cable), well-functioning web camera, and headset by testing them before the meeting.

 Choose a quiet environment for the call. Any background noises or other distractions may interfere with the meeting.

 Choose a location with good lighting and clear background.



Presenters should have presentations ready and open on their computers in advance. The presenters will be able to share their screen with the meeting participants. Please also email the presentation to the Secretariat ascobans.secretariat@ascobans.org in advance of the meeting to avoid interruptions in case of any technical challenges.

2 During the Meeting



Online sessions will be open for participants to join 30 minutes before the scheduled start. The Secretariat will email the link to the meeting to all participants who have registered to join online.



Before login to the online meeting, participants are encouraged enter their name or change their display name. For country representatives, enter your name using the following format: **Country_FirstName FamilyName** (example: FIN_Santeri Valas). For organisations, use format **Organisation_FirstName FamilyName**.



To join a scheduled meeting, tap the big green 'Join' button in the Outlook calendar appointment.



To ask for the floor, click on the 'Raise hand' symbol. The Chair will give the floor following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on. Using a headset is recommended for an improved audio experience. To avoid background noises that may interfere with the call, always mute your microphone when not speaking.



Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone. Therefore, please keep your interventions brief and to the point.



Presenters are urged to keep their presentations in the time indicated by the Secretariat. You can share your presentation in WebEx using the 'Share' function. (After the meeting, presentations will also be posted to the [AC28](#) website, if agreed by the presenter.)



In case of technical issues with WebEx, please contact Bettina Reinartz bettina.reinartz@un.org.