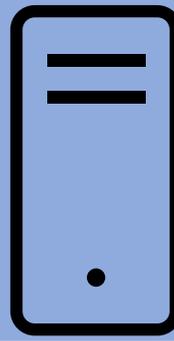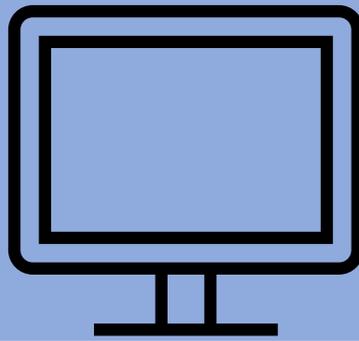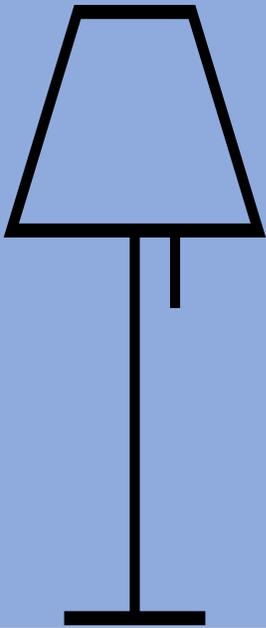# 9th Meeting of the Parties to ASCOBANS
7 - 11 September 2020

Online Meeting Protocol

In order to facilitate the smooth and uninterrupted flow of the 9th Meeting of the Parties (MOP9) to ASCOBANS, to be held on 7-11 September 2020 in an online conference format, the Secretariat has compiled the following set of guidelines for the meeting participants:

① Before the Meeting

The meeting will be hosted using Microsoft Teams online platform. Joining via computer, no preliminary download is necessary as the participants can join through their internet browsers using the meeting link.

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 send the presentation to the Secretariat ascobans.secretariat@ascobans.org well in advance of the meeting.

② During the Meeting

Online sessions will be open for participants to join 30 minutes before the scheduled start. The Secretariat will email all participants the link to the main/plenary meeting and any working groups.

Before entering the online meeting, participants should enter their name or change their display name (see instructions here). 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 ask for the floor, type your name in the chat window. The Chair will then 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.

Finalizing Documents: After a draft resolution / proposed amendment is presented, the document can either be adopted as is, or minor edits suggested and then adopted. If more time is needed for edits, working groups will be provided separate online meeting links to deliberate after the official plenary sessions. Once the working group has agreed the document (in track changes), it should be emailed to the Secretariat (jenny.renell@un.org) which will then post a clean version online. It is not planned to have any working groups in parallel with the plenary session.

In case of technical issues during the online meeting, contact:
- Bettina Reinartz bettina.reinartz@un.org, mobile +49 176 728 520 75
- Tine Lindberg-Roncari tine.lindberg-roncari@un.org
- Melanie Jakuttek melanie.jakuttek@un.org

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