

Guidelines for online participation

SAO Marine Mechanism Fall 2020 Webinar Series

29 September - 29 October 2020

Delegations

All delegates are requested to register for the webinar series in advance. Only delegates that are pre-registered and approved by their HoD will be allowed into the meeting. The Arctic Council Secretariat (ACS) is monitoring the list of participants during each session. Each HoD can appoint delegates to attend different sessions and segments of the SMM, but are kindly asked to ensure that, at all times, the size of their delegation respects the recommendation of the Chairmanship (see the concept and modalities note).

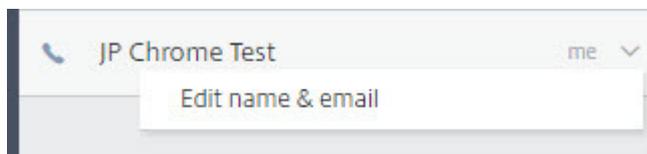
Login time

The ACS will open the GoToMeeting link 30 minutes before each session begins. We kindly ask that all participants log in no later than 15 minutes prior to the start time, so that the ACS can assist with any technical issues for the sessions to start on time.

Logging in

You will find the login link in the agenda for each session. Delegates are kindly requested not to share the login link, as only registered and confirmed delegates may join the meeting, as is the usual practice of Arctic Council meetings.

After logging in, delegates must ensure that their full name and delegation is indicated on their GoToMeeting screen. This is necessary for the moderators and the ACS to be able to identify all the meeting participants. Please insert: "First name Last name Delegation" (in the manner of our meeting badges). To edit your name, find your name in the participants list on the right-side panel, and click the arrow to the right. Then click "Edit name & email":



Login device

Joining the meeting online on a computer or a smartphone is strongly encouraged for all delegates. However, phone dial-in information is available for those who are only able to participate by phone. Also, teleconferencing call-in details can be made available upon request.

All participants joining by phone will be asked to identify themselves when joining the session. Delegates joining by phone, are kindly requested to dial in a minimum of 10 minutes prior to the start of the meeting, so their registration can be confirmed.

Web cameras

The opening and concluding sessions of the SMM will be held in a SAO plenary format adapted for virtual purposes. The Chairmanship, the HoDs for the eight Arctic States and the six Permanent Participants will be on camera while other participants will be expected to be on listening mode except when invited to take the floor.

During **the thematic sessions**, the moderator and panellists will be on camera during the whole session while other participants will be expected to be in listening mode except when invited to take the floor.

Audio

Delegates are asked to mute their microphones in GoToMeeting when not speaking. Furthermore, delegates are strongly encouraged to use a headset and a microphone throughout the meeting to ensure good sound quality.

Delegates participating by phone can mute and unmute their phone by pressing *6.

Requesting to speak

Requests for the floor may be submitted from the day before to the ACS (acs@arctic-council.org). For the thematic sessions, requests should briefly outline the point you wish to raise. Priority will be given to Arctic States, Permanent Participants and Arctic Council WGs. Observer participants will be given the floor as time allows. Priority will be given to grouped interventions.

Please note that each webinar session will have a dedicated chat box where participants can comment and/or pose questions that the moderator and panellists will address as needed. The chat box will close one hour after the session concludes. Additional input/comments/or questions from participants will be accepted *for the record* by email until 24 hours after the meeting to acs@arctic-council.org.

Pre-recorded statements

Keynote speakers will pre-record their 10-12 minutes opening statements one week in advance. Expert presenters will also have the opportunity to pre-record their 8-10 minutes presentations up until 48 hours before their respective session. Recordings will be shared with all participants before each session.

Recording and photos of meeting

At the beginning of the **opening and closing plenary sessions**, the SAO Chair will invite SAOs, PP HoDs, WG Chairs, keynote speakers and moderators to have their web cameras on and participate in a “family photo”.

At the beginning of the **thematic sessions**, the SAO Chair will invite the moderators and panelists to participate in a similar “family photo”.

The sessions will **not** be recorded, except for the keynote speech by the WWF at the opening SMM plenary session. This keynote will be recorded for the SMM thematic sessions and outreach purposes.

Delegates are requested not to take photos of the meeting, nor record audio or video of the meeting.

Interpretation

Interpretation will be provided between Russian and English, using a parallel GoToMeeting link. In addition, the keynote speakers' and experts' pre-recorded video statements will be translated between English and Russian.

Testing GoToMeeting in advance

Delegates may test GoToMeeting here:

<https://support.goto.com/meeting/help/join-a-test-session-g2m050001>

For more information on the GoToMeeting control panel, please see here:

- GoToMeeting attendee Guide for Windows: <https://support.goto.com/meeting/attendee-user-guide>
- GoToMeeting attendee Guide for Mac: <https://support.goto.com/meeting/attendee-user-guide-mac>

The ACS is at your disposal for any additional questions you might have.

Connectivity issues

In case of technical problems during the meeting, the ACS provides assistance through two channels: via email at webmaster@arctic-council.org and by phone/WhatsApp at +47 41 61 25 90.

To help improve your internet speed, you can hide the cameras that are being shared. Click the camera feed drop-down menu in the viewer or control panel and "Hide Everyone".

