

1st Meeting of the Joint Bycatch Working Group of ACCOBAMS and ASCOBANS

10-12 February 2021

Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of the 1st Meeting of the Joint Bycatch Working Group (JBWG1) of ACCOBAMS and ASCOBANS, to be held on 10-12 February 2021 in an online conference format, the Secretariats of ACCOBAMS and ASCOBANS have 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. However, [downloading the app](#) is recommended for access to more functionality.

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. Kindly also send the presentation to the ASCOBANS Secretariat ascobans.secretariat@ascobans.org in advance of the meeting for back up.

2 During the Meeting



Online session will be open 15 minutes before the scheduled start. The ASCOBANS Secretariat will send two meeting links to registered participants: one for Day 1 & 2 to all, and one for Day 3 only to WG members.



Before entering the online meeting, participants should enter their name or change their display name (see [instructions here](#)). Observers are kindly advised to indicate the observer status in the display name using the following format: OBS_Firstname Familyname (example: OBS_Sam Valas).



To ask for the floor, type your name in the chat window. The Co-chairs will then give the floor following the speaker queue.



For better engagement, participants are asked to turn on their web cameras when presenting, commenting or asking question. 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.



Kindly be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone 😊.



Subject to permission from the presenters, all presentations will be available on the [meeting website](#).



Kindly note that the meeting will be recorded to assist the Secretariat in drafting a meeting report.



In case of technical issues during the meeting, contact:

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