

12th Meeting of the Hydrographic Services and Standards Committee

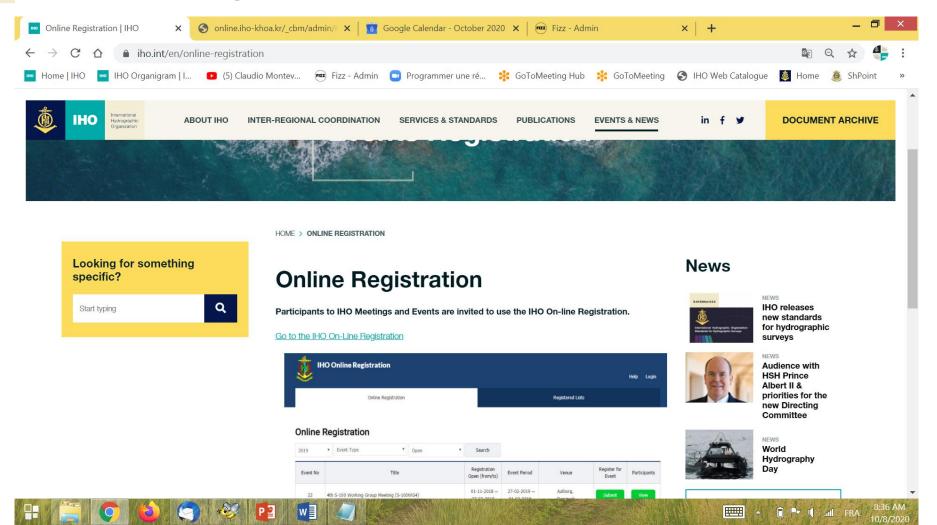
Logistic Information for VTC testing and meeting sessions (Version 1.1, dated 15 October 2020)



IHO

Registration

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Registration

International Hydrographic Organization

- 1. Participants in HSSC12 are supposed to be registered through the IHO online registration system (creation of user account if not existing yet, record of their own ID and password in their own files, then registration in the selected IHO event (HSSC12 here)
- 2. Registered Participants in HSSC12, as indicated above, will then be registered into the HSSC12 gotowebinar system by the IHO Secretariat. You don't need to register again.
- 3. The database used by the IHO Secretariat for HSSC12 is the one corresponding Doc. <u>HSSC12-01B List of Participants</u>, which is updated on a regular basis. Please check your registered email address on this list.
- 4. The gotowebinar system will use this registered email address to provide you with instructions to Join the Webinar. They will be automatically emailed to you, every day of the VTC sessions.
- → So, to receive Instructions (with link to connect), please make sure that it is the registered email address that you will be using on the day of the VTC sessions

If it is not the case, please send the new email address to: <u>info@iho.int</u> using the following Subject and Message body texts:

Subject: HSSC12 VTC – registration

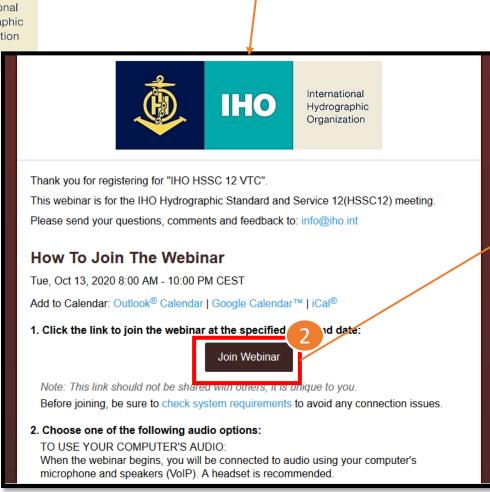
Text: Country and/or Organization, First Name, Family Name, email address (to be used for HSSC12 gotowebinar testing and meeting sessions)

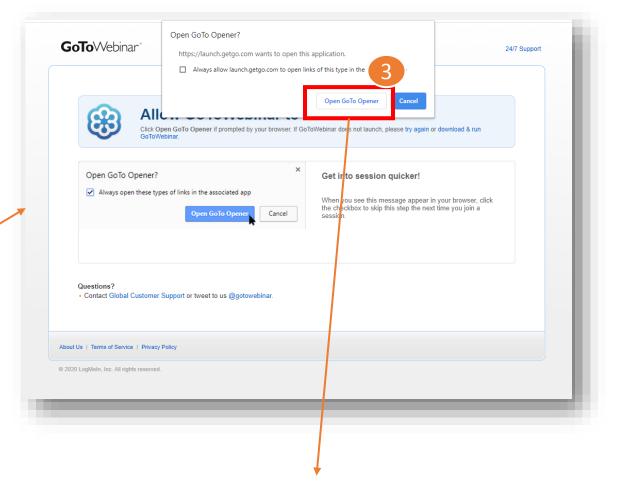
You don't need to make any change in your IHO user account in the IHO online registration system!



Then, you will receive an email from the IHO Secretariat with instructions in Box 1 below, providing you with the HSSC12 VTC meeting link "**Join Webinar**", every meeting day, including HSSC12 VTC Testing sessions, at about an hour before the beginning time of the VTC session

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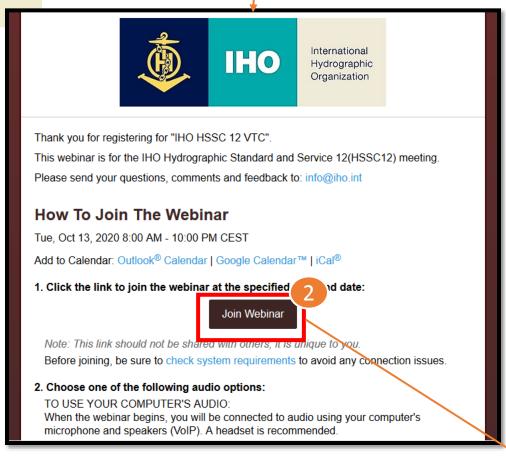


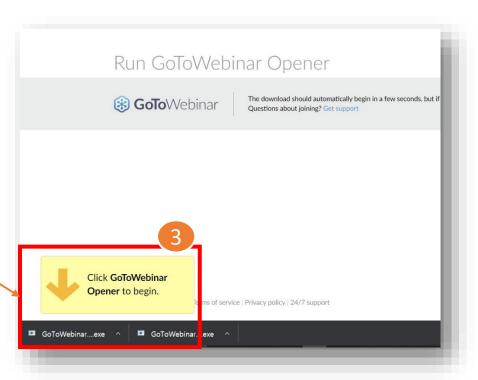


If you cannot see this "Open GoTo Opener" tab... go to Next Slide



International Hydrographic Organization In the case you do not have the gotomeeting/gotowebinar* application already installed on your computer, or if you are unauthorized to download and install it on your professional computer please consider using another computer/private laptop on which you have admin rights, and install it proceeding as follows:

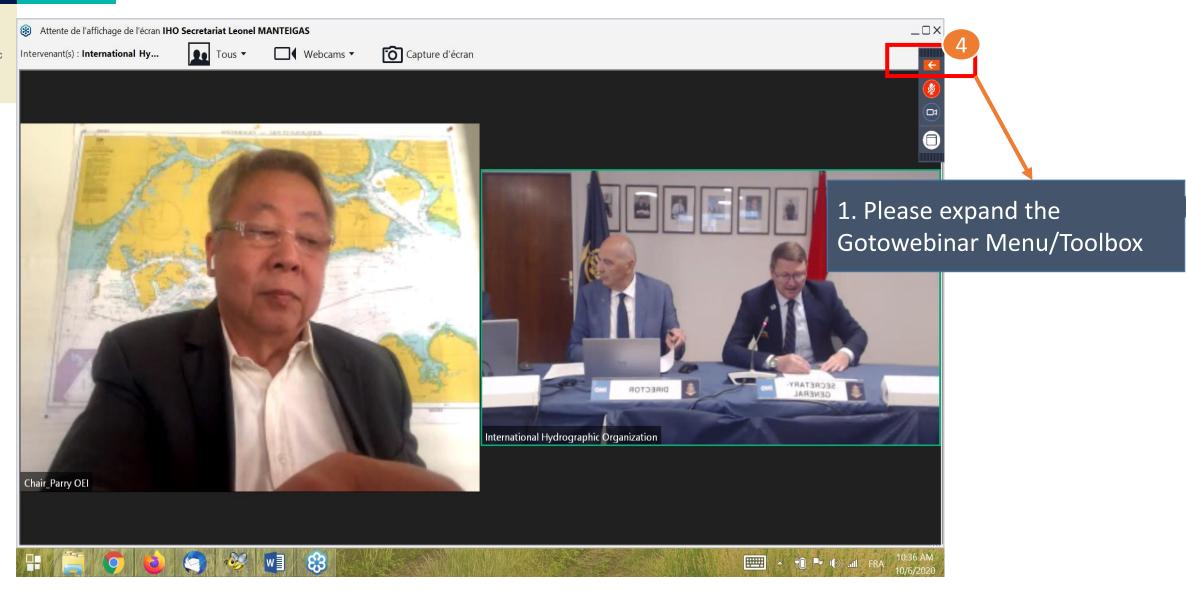






Once connected...

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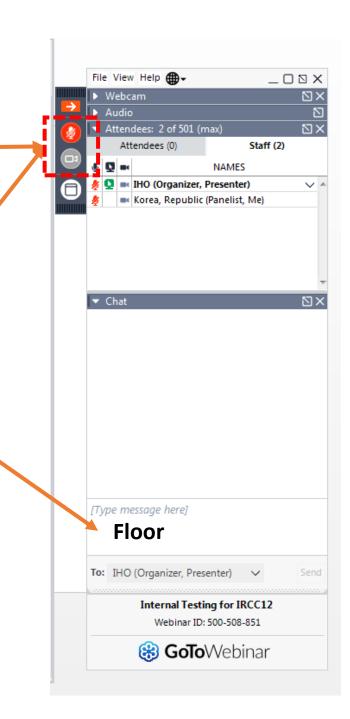
IHO Once connected...

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1. Please Mic [Muted] and Camera [OFF] during the meeting.

2. When you want to speak, turn Camera [ON] and type "Floor" in the Chat tab. When Chair gives you the floor, then Mic [Unmuted].

* Please keep in mind returning your Mic [Muted] and Camera [Off]





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5. During the VTC sessions, panellists' rights (camera, audio, screen sharing) will be granted to every participant.

At the opening of VTC sessions, per default panellists' rights are allocated to HSSC Chair/WGs/PTs Chairs and HSSC Secretariat only.

6. Basic *etiquette*:

- You are kindly invited to be concise in your comments/questions/ oral statements
- The Chat function should be limited to request the floor, not to provide support, or extensive comments or arguments, unless it is requested by the Chair.
- Silence procedure means basically that you support the proposal.
- The use of headset is highly recommended when you intervene to prevent from Larsen effect/feedback in the microphone. If headset is not available, please decrease the volume of your loudspeakers while speaking.