



United Nations
Educational, Scientific and
Cultural Organization



Intergovernmental
Oceanographic
Commission



Sixteenth Session of the IOC (of UNESCO) Sub-Commission for the Caribbean and Adjacent Regions – Virtual Meeting

May 3 – 6, 2021

Dear Participants,

Welcome to the Sixteenth Session of the IOC (of UNESCO) Sub-Commission for the Caribbean and Adjacent Regions – Virtual Meeting (IOCARIBE XVI), which will be held through Zoom Meeting from 03 – 06 May 2021. To facilitate your preparations, please find here with the information on logistic arrangements for the online meeting.

Session webpage: <https://oceanexpert.org/event/2992>

LOGISTIC ARRANGEMENTS FOR THE ONLINE MEETING

The platform for remote participation in the Sixteenth Session of the IOC (of UNESCO) Sub-Commission for the Caribbean and Adjacent Regions IOCARIBE and related meetings is Zoom.

Please download the latest version (currently 5.5.4 for Windows and 5.5.5 for Macs) and install and use the Zoom application on your PC or laptop, otherwise malfunctions may occur with the interpretation. If you connect using a web browser (chrome, for example), the interpretation and some other features will not be available. (<https://zoom.us/download>).

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 5.5.4 (13142.0301)

OFICIAL NOTIFICATION:

IOCARIBE Member States (MS) and observers are invited to notify the secretariat (c.toro@unesco.org and p.wills-velez@unesco.org) of the composition of their delegation. Please clearly state the designated Head of Delegation, and possibly one Alternate, and indicate official email addresses of the Head of Delegation and Alternate to be used for their online connection. Your notification email should show IOCARIBE XVI Registration followed by the entity represented (country, organization name as relevant).

After receiving formal notification of their delegation the Secretariat will register one Head of Delegation and Alternate as panelists. They should not use the plenary session link. They will receive a personal connection link for the Session. The same arrangements apply to the IOCARIBE Board of Officers.

Additional delegates of IOCARIBE Member States, Observers and Organizations should register to the plenary session.

ONLINE REGISTRATION BY WEDNESDAY 28 APRIL 2021

Simultaneous Interpretation services will be provided in English, French, and Spanish for during plenary meetings.

Plenary session with E/F/S interpretation organized as a Zoom webinar, the online registration link is provided below:

https://unesco-org.zoom.us/webinar/register/WN_N51HNnbJQheDmSVBkO8Ua

To register to the plenary session, fill in the form as follows and validate your entry by clicking on **“Register”**

To identify you in the list of participants during the meetings, please follow the naming convention below.

‘First Name’ field:
Organization name

‘Last Name’ field:
(First letter of your given name + Family Name)

| | |
|--|-------------------------|
| First Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Email Address * | Confirm Email Address * |
| <input type="text"/> | <input type="text"/> |
| Country/Region * | Organization * |
| <input type="text" value="United States"/> | <input type="text"/> |
| Job Title * | |
| <input type="text"/> | |
| I will participate the session as? * | |
| <input type="text" value="Choose One..."/> | |

| | |
|---|--|
| First Name * | Last Name * |
| <input type="text" value="IOCARIBE + IOC"/> | <input type="text" value="(Alex Palomino)"/> |

| |
|--|
| I will participate the session as? * |
| <input type="text" value="Choose One..."/> |
| <input type="text" value="Choose One..."/> |
| Head of Delegation |
| Alternate Head of Delegation |
| Member of Delegation |
| IOCARIBE |
| Observers |
| None of the above |

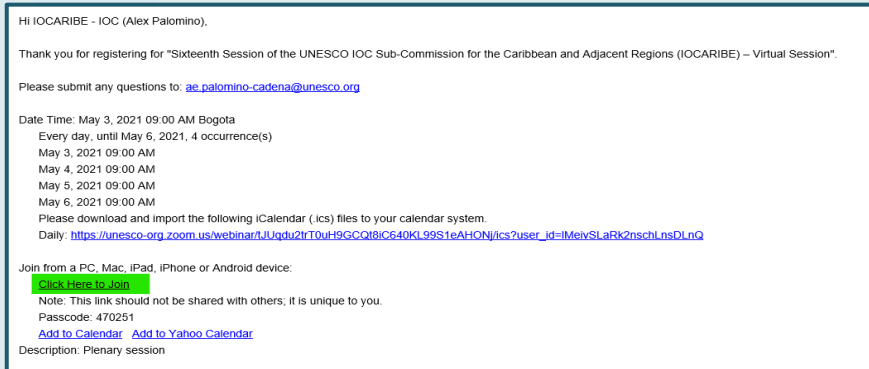
| |
|------------------------------|
| Gender? |
| <input type="radio"/> Male |
| <input type="radio"/> Female |

By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).

ONLINE REGISTRATION BY WEDNESDAY 28 APRIL 2021

The Secretariat may need to modify your entry to comply with the requested format. Fill in your email address; preferably use commercial or official emails (...@unesco.org; ... @gouv; @minister, etc). When joining the meeting, a window will open requesting for your name and the password for the meeting.

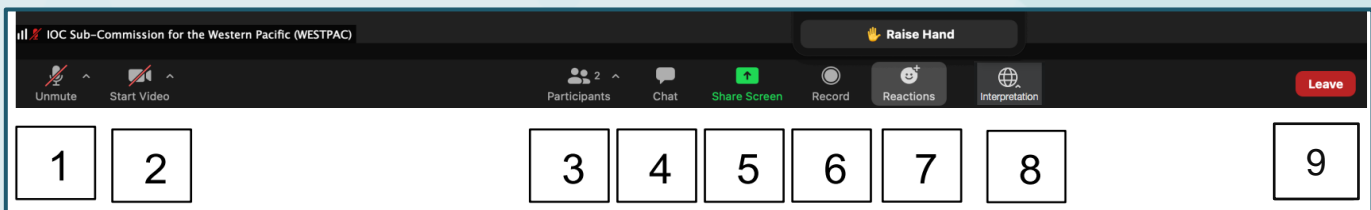
Once your registration is validated, you will receive an email from UNESCO-IOC confirming your registration and providing the meeting link and password. Again, these links should not be shared or forwarded. You can then add the webinar or below meetings your registered for in your calendar.



PRACTICAL INFORMATION FOR PARTICIPATION AND INTERVENTION

A rehearsal session will be held on thursday, april 29, 2021 from 9 a.m. to 10 a.m. for panellists and from 11 a.m. (Bogotá time, UTC-5) for attendees. Participants registered for the session will be kindly invited by e-mail to participate in order to familiarize themselves with the platform and verify that their technical configuration is working efficiently. Participants should participate in the rehearsal under the same conditions (e.g. same internet connection) and with the same material they will have during the IOCARIBE Session. If you encounter any technical difficulties please contact Mr. Alex Palomino at the IOCARIBE Secretariat (ae.palomino-cadena@unesco.org).

Zoom Meeting Controls



1. Activate or deactivate your microphone
2. Activate or deactivate your webcam
3. Display the list of participants
4. Show the chat box
5. Share Screen
6. Record: Only host will record the meeting.
7. "Raise your hand" function to ask for the floor
8. Interpretation
9. Leave meeting

SPEAKING TIME IN PLENARY MEETINGS

Raise your hand to indicate to the Chairperson that you wish to take the floor. Your camera should be turned on when you take the floor (panellists). Attendees will be invited to speak when they request the floor in audio mode only. To appear on the screen the attended will be invited as panellist the time of his/her intervention with a 30 seconds delay.

In plenary meetings, the speaking time will be limited to 3 min for IOCARIBE Member States and 2 min for OBServers, ORGanizations, SUBS. A timer will be visible on the screen in plenary meetings.

After taking the floor, please lower your hand and mute your microphone.

CHAT AND QUESTION & ANSWERS FEATURES

During plenary sessions (webinars), the "Chat" box will be available for communication. The Secretariat will use the chat box to make announcements.

Attendees will use the Question and Answer (Q&A box) to ask technical questions.

WORKING LANGUAGES

Participants in the plenary session will be able to listen to and speak in one of the three languages of the Sub-Commission (English, French, or Spanish). Please select in the Interpretation menu on the bottom bar of your application and select the language of your choice. If you do not need interpretation, you can select "off" in the Interpretation Menu.

DOCUMENT PROJECTION

During the discussions, PowerPoint presentations, documents, draft decisions and recommendations will be shown on the screen and edited (when relevant) in English only. Language versions will be available on the session webpage at <https://oceanexpert.org/event/2992>

DRAFT DECISIONS AND RECOMMENDATIONS

Draft decisions shall be adopted at the end of the discussion of the item, unless otherwise decided. The text of a decision will be updated on screen in English with the help of interpreters for participants following the discussion in another language. The language versions of the draft decisions are available online for consultation.

Draft recommendations will be similarly adopted at the end of the plenary session.

RECORD OF OFFICIAL INTERVENTIONS TO BE ANNEXED TO THE REPORT

Member States and observers wishing to have a particular statement included in the informative annex of the meeting report should send it to p.wills-velez@unesco.org using the template available at <https://oceanexpert.org/event/2992>. Such statements are not subject to revision and shall be submitted as delivered to the Secretariat. Statements received prior to the meeting are welcome. They will be shared with the interpreters only to assist them in their work. In any case, statements should be sent by e-mail to the Secretariat before midnight of the day on which the agenda item was discussed.

BEST PRACTICES FOR ONLINE MEETINGS



Use a secure wired Internet connection instead of wifi.



Preferably use a computer rather than a tablet or mobile phone



Minimum requirement: ADSL connection with a minimum capacity of 2Mbps download and 1Mbps upload (possible test via <https://www.speedtest.net/>)



If you use an internet browser, please use Google Chrome (Windows or MacOS) or Edge Chromium (Windows 10) and be sure it is up to date. If you are using an application, be sure it is up to date.



- Close unnecessary programs before joining the online meeting
- Terminate all unnecessary software running on your computer, especially those using camera or audio device, or using network/internet (Skype / Webex / Adobe Connect / GoToMeting etc.)



Keep your cell phone in silent mode during the meeting.



- Setting Your Microphone Straight
- If you join by using a desktop computer, using a headset with a microphone or speakerphone is necessary and will allow your voice to carry better by minimizing ambient noise. Use a certified headset will also eliminate echo.
- Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.
- Turn on Mute: mute yourself when you are not speaking
- Avoid activities that can be picked up by the microphone
- Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.
- Connect prior the meeting start: Then you'll have time to start your video, check the sounds with others participants, and eventually download documents if needed



- Adjust your lighting. Adapted lighting is an aspect that is often neglected in the preparation of a videoconference. Ceiling lighting is best. But if you don't have this, place a light near you.
- Don't sit with a window directly behind you, as you will appear in the light and your face will not be visible.
- Participants will need to see your facial expressions to really understand what you are saying.
- Don't sit in a dark, weakly lit room. Try to be in a well-lit room.