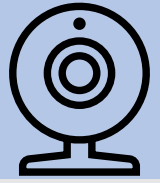
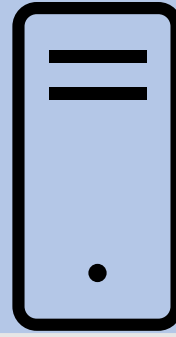
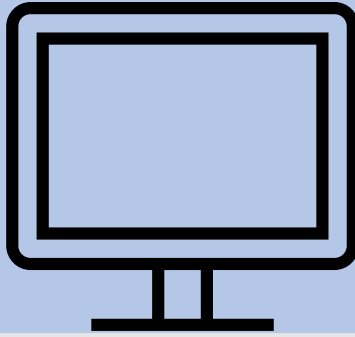
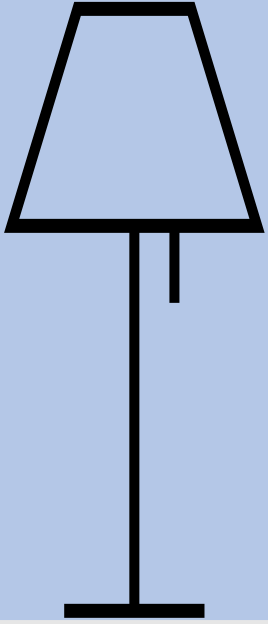


# 4<sup>th</sup> Meeting of the Northern Indian Ocean Marine Turtle Task Force

7-8 March 2023

## Online Meeting Protocol



*In order to facilitate the smooth and uninterrupted flow of the 4<sup>th</sup> Meeting of the Northern Indian Ocean Marine Turtle Task Force (NIO-MTTF-4), to be held on 7-8 March 2023 in a hybrid meeting format, the Secretariat has compiled the following set of guidelines for the online meeting participants:*

### 1 **Before the Meeting**



*The meeting will be hosted using Zoom online conferencing platform. No preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, downloading the application would provide access to additional features: <https://zoom.us/download>.*



*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 [iosea@un.org](mailto:iosea@un.org) in advance of the meeting.*



## 2 During the Meeting



The online session will be open 15 minutes before the scheduled start. The Secretariat will email all registered participants the link to the meeting.



Upon entering the online meeting, participants should enter their name or change their display name. For MTTF Members, enter your name using the following format: [Country\\_GOV\\_FirstName FamilyName](#) or [Country\\_NGO\\_FirstName FamilyName](#). Observers and invited experts, please use the format [OBS\\_FirstName FamilyName](#) or [INV\\_FirstName FamilyName](#).



To ask for the floor, please use the hand-raise-function. The Chair will then give the floor following the speaker queue, taking into account both in-person and online participants. Please note that information in the chat will not be included in the official report of the meeting, unless also raised orally.



For better engagement, if network strength allows, please turn your camera 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.



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



All information related to the meeting will be made available on the [meeting website](#).



In case of technical issues during the online meeting, contact Tine Lindberg-Roncari [tine.lindberg-roncari@un.org](mailto:tine.lindberg-roncari@un.org).

