



## PAME II-2020 Working Group Meeting Guidelines for Online Meeting Participation 15-25 September 2020

The next PAME Working Group Meeting (PAME II-2020) and its associated expert pre-meetings will be held online from 15-25 September 2020. PAME Pre-Meetings are scheduled for 15-22 September and PAME II-2020 Plenary Meeting from 23 -25 September.

### **Logging in:**

The PAME Secretariat will have access to two GoToMeeting Systems (#1 and #2) with details provided in the table below. Please note that we will also share the GoToMeeting link to all registered and confirmed participants again during the week prior (7-11 Sep).

After logging in, participants are asked to ensure that their full name and delegation is indicated on their GoToMeeting screen for proper identification by the Chair and the PAME Secretariat: "First name Last name Delegation" (in the manner of our meeting badges). Refer to Attachment I, bullet point 3 for further instructions.

<b><i>PAME GoToMeeting System #1</i></b>	<b><i>PAME GoToMeeting System #2</i></b>
<p><b>Please join my meeting from your computer, tablet or smartphone.</b> <a href="https://global.gotomeeting.com/join/522977525">https://global.gotomeeting.com/join/522977525</a></p> <p><b>You can also dial in using your phone.</b> Canada: <a href="tel:+16474979391">+1 (647) 497-9391</a> Denmark: <a href="tel:+4532720382">+45 32 72 03 82</a> Finland: <a href="tel:+358923170568">+358 923 17 0568</a> France: <a href="tel:+33170950594">+33 170 950 594</a> Germany: <a href="tel:+4989121402090">+49 891 2140 2090</a> Italy: <a href="tel:+390230578142">+39 0 230 57 81 42</a> Netherlands: <a href="tel:+31207941377">+31 207 941 377</a> Norway: <a href="tel:+4721933751">+47 21 93 37 51</a> Sweden: <a href="tel:+46853527836">+46 853 527 836</a> United Kingdom: <a href="tel:+442037135028">+44 20 3713 5028</a> United States: <a href="tel:+15713173129">+1 (571) 317-3129</a></p> <p><b>Access Code: 522-977-525</b></p>	<p><b>Please join my meeting from your computer, tablet or smartphone.</b> <a href="https://global.gotomeeting.com/join/430043253">https://global.gotomeeting.com/join/430043253</a></p> <p><b>You can also dial in using your phone.</b> Canada: <a href="tel:+16474979373">+1 (647) 497-9373</a></p> <p><b>Access Code: 430-043-253</b></p> <p><b>More phone numbers:</b> United States: <a href="tel:+15713173116">+1 (571) 317-3116</a> Denmark: <a href="tel:+4532720369">+45 32 72 03 69</a> Finland: <a href="tel:+358923170556">+358 923 17 0556</a> France: <a href="tel:+33187210241">+33 187 210 241</a> Germany: <a href="tel:+498920194301">+49 892 0194 301</a> Italy: <a href="tel:+390230578180">+39 0 230 57 81 80</a> Netherlands: <a href="tel:+31207941375">+31 207 941 375</a> Norway: <a href="tel:+4724055497">+47 24 05 54 97</a> Sweden: <a href="tel:+46853527818">+46 853 527 818</a> Switzerland: <a href="tel:+41225459960">+41 225 4599 60</a> United Kingdom: <a href="tel:+442037135011">+44 20 3713 5011</a></p>
<p>New to GoToMeeting? Get the app now and be ready when your first meeting starts: <a href="https://global.gotomeeting.com/install/522977525">https://global.gotomeeting.com/install/522977525</a></p>	

### ***Logging in Testing:***

We will offer online testing of the system for those interested and to answer any questions you might have as per below:

#### **PAME Meeting testing sessions:**

Thursday and Friday 10 and 11 Sep from 13.00-14.00 GMT on both days

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/124353677>

*Note that calling in via telephone is not available.*

### ***GoToMeeting System Practicalities***

GoToMeeting System Practicalities can be found in Attachment I and participants are encouraged to 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>

### ***Login time:***

The GoToMeeting will open 30 minutes before the meetings begin. We ask that all participants log in no later than 15 minutes prior to the meeting start time, so we can assist with technical issues and be ready to start the meeting on time.

**Each session is allocated 3 hours and will start at 13:00 GMT each day unless otherwise noted in the meeting schedule. Health breaks will be announced by the Chair/Co-Chairs of the sessions at the beginning of each call.**

Details on different time zones: <https://www.timeanddate.com/worldclock/>

### ***Login device:***

Joining the meeting via the internet on a computer, smart phone or teleconference equipment is strongly encouraged for all participants. However, if phone dial-in is the only option to participate then please note that we have very limited phone number options and that this way of connection is not recommended.

### ***Web cameras:***

We kindly request that only Heads of Delegations (HoDs) have their video on throughout the PAME II-2020 Plenary Meeting (23-25 Sep). Other delegates invited to speak by the meeting Chair or a HoD may turn their video on for the period they are speaking and to respond to any follow up questions or comments. Speakers should then turn their video off. This is necessary to ensure the quality of the online meeting and avoid technical difficulties.

*Note: The order of the PAME pre-meetings may operate in a more flexible manner.*

### ***Requesting to speak:***

HoDs/Participants requesting to speak should raise their hand to the camera. As a secondary alternative, HoDs/Participants can type their request in the GoToMeeting chat box. HoDs are also

welcome to invite other meeting participants to speak on their behalf once they have been given the floor.

The PAME Secretariat will be monitoring the meeting screen and the chat box to keep an orderly and updated list of speakers for the session chair(s).

***Audio:***

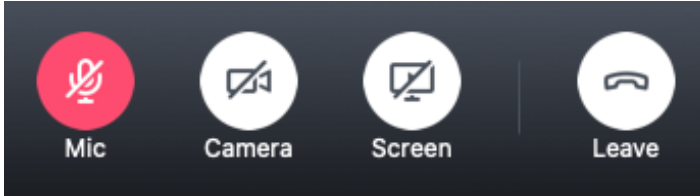
Participants are asked to mute their microphones in GoToMeeting when not speaking. Participants joining the meeting from their personal computers/laptops are strongly encouraged to use earphones or a headset and a microphone throughout the meeting to ensure good sound quality. The PAME Secretariat might also mute participants to ensure audio quality.

***Presentations:***

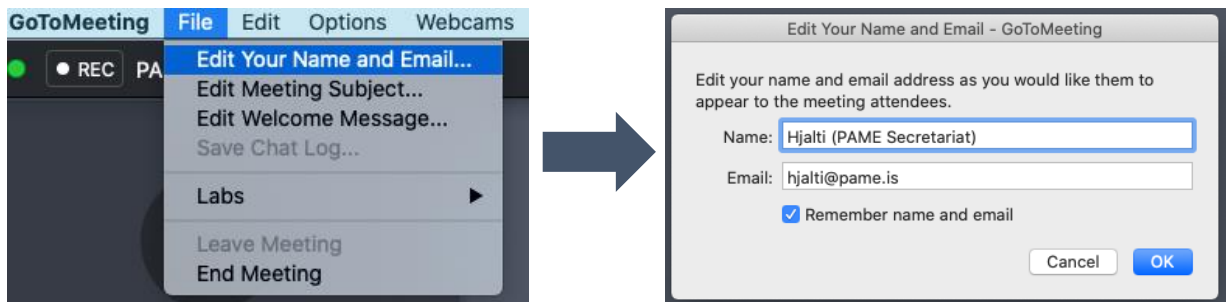
- For those providing presentations, please send to the [pame@pame.is](mailto:pame@pame.is) at least day before the presentation is scheduled.
- **Test the camera (webcam) and audio on your computer in advance**
- All the presentations will be preloaded and controlled by the PAME Secretariat. Presenters will not share their actual monitor screen, the Secretariat will share and control your presentation. Please ask to change the slides during presentations.
- Please keep to your allotted time. It is a full agenda, and we appreciate the attention to time so that all speakers have their full time, and there is time for discussion.

## Attachment I: GoToMeeting System Practicalities

1. Please dial in using the link on the computer and use a headset, especially if presenting. Calling via telephone will not be available.
2. Keep your microphone on mute at all times if not speaking.



3. Please change your name so it appears on your screen as: Name (affiliation).



4. To propose a question or comment, either use the opportunity when the Chair offers the opportunity, or use the Chat function. The Chat will be monitored by the PAME Chair and the PAME Secretariat. Questions will be read out if sent via chat. A chat message can be sent to all participants or only to the PAME Chair and the PAME Secretariat (Organizer).

