Marine Scientific Research Information Series for Africa

Topic 2. Data Management

21 June 2022; (6:00 a.m. – 9:00 a.m; Jamaican Time) | Online

Information Note for Participants

Opening
The Marine Scientific Research Information Session for Africa Topic 2: Data Management will be held *online*, on 21 June 2022.

The webinar will start at 6:00 a.m. (Jamaica; GMT-5). However, to ensure a smooth start of the webinar, please join the online meeting by 5:45 a.m. and wait in the lobby until you are admitted.

Working language
The webinar will be conducted in English.

Meeting documents
Documents and materials relevant to the webinar, including agendas and background documents, are made available on the following webinar webpage: https://isa.org.jm/event/msr-information-series-africa-topic-2-data-management

Contact
Should you have any inquiries related to the webinar arrangements, documents, and meeting platform, please contact the following officers of the Secretariat of the International Seabed Authority (ISA):

- *Changsung Lim*
  Associate Programme Officer
  Office of Environmental Management and Mineral Resources
  clim@isa.org.jm

- *Sheldon Carter*
  Database Manager
  Office of Environmental Management and Mineral Resources
  scarter@isa.org.jm

Recording policy
The ISA secretariat will record the webinar through the online meeting platform (i.e., MS Teams). By participating in the webinar, participants are deemed giving their consent for the recording. The full recording will ***not*** be made public or otherwise circulated and will be used by ISA only to support the preparation of the webinar report. However, clips of the discussion may be extracted and assembled for a short video report in the future, which may be published to showcase key highlights of the webinar activities. In case any participants do not want to appear in these video clips, they are expected to inform the secretariat before the start of the webinar.

Recording of the webinar proceeding by participants is strictly prohibited. No participant may electronically record or broadcast any portion of the webinar. Those who do not comply with the present recording policy may be asked to leave the webinar without prior notice

Social media
The ISA secretariat will post key highlights of the webinar discussions and outcomes on Twitter and Facebook, using the following hashtags:

- **#ISBAHQ**
- **#SDG14**
- **#UNOceanDecade @ISBAHQ**
- **#Deepsea @ISBAHQ**
- **#ISAMSRSeries @ISBAHQ**

If you wish to share postings related to the webinar on social media, please make sure you include the hashtags above. While you are not permitted to take screenshots of the presentation contents without prior consent of the presenter, you may take screenshots during the discussions for posting on social media.

Access to the online meeting platform
The webinar will be held online via the **Microsoft Teams platform** and is only open to those who have been officially invited by the ISA secretariat.

Participants will receive a link to join the meeting via email.

Please see the annex below for guidance on how to join a meeting in Microsoft Teams.

Annex. General guidance on the use of the Microsoft Teams platform
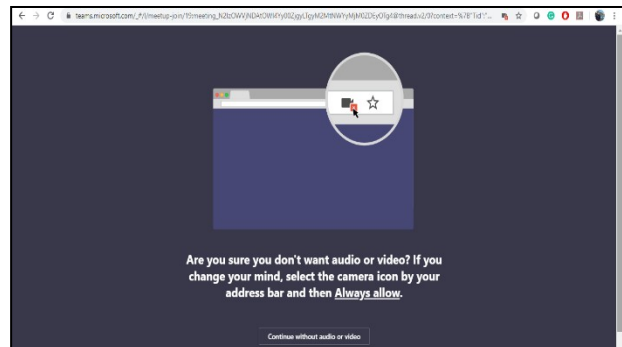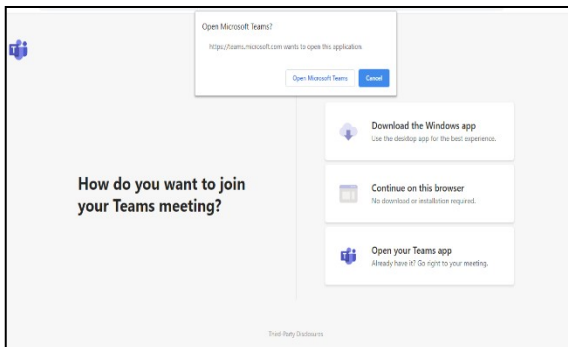
1.   Join a Meeting in Microsoft Teams

Join as a Guest via Web

   *Some features may not be available when joining as a guest.

1. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.
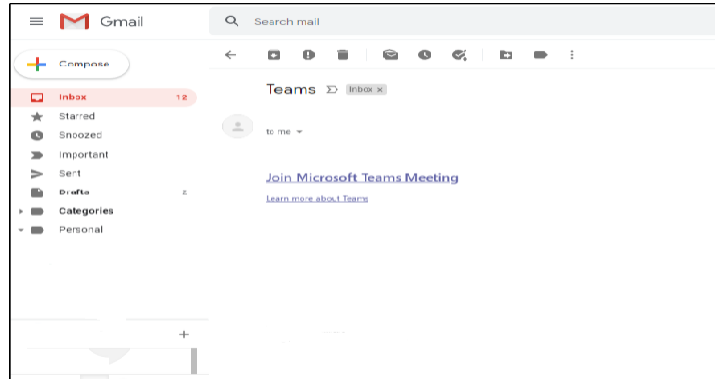

2. Click **Cancel** and Select **Continue on this browser** tab. Click **Always allow** link.

3. Enter **your name** by following the naming protocol: **First Name Last Name**
[i.e.: John Smith]

Click **Join now** button.

4. **Enter into Meeting Lobby**: You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.
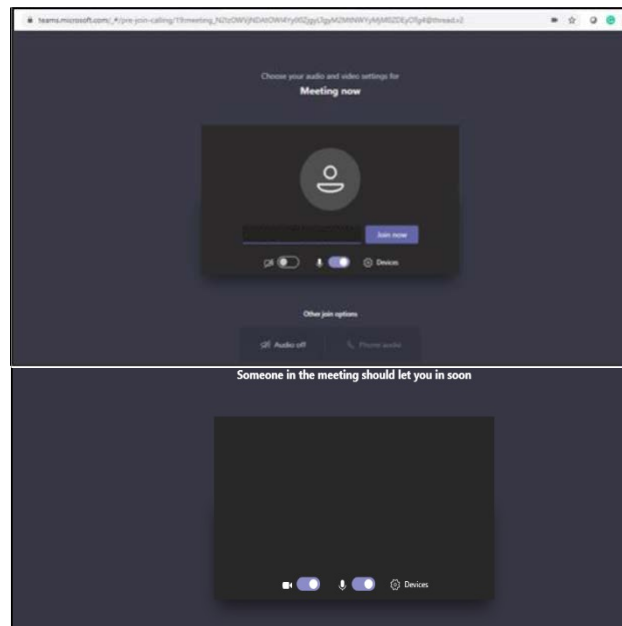
Join as a Guest from Mobile App

1. **Download and install Microsoft Teams App for Mobile** from the link below:
   https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app

2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link. At **Open with** popup window, click **Teams** icon. Then, click **Join as a guest** button.
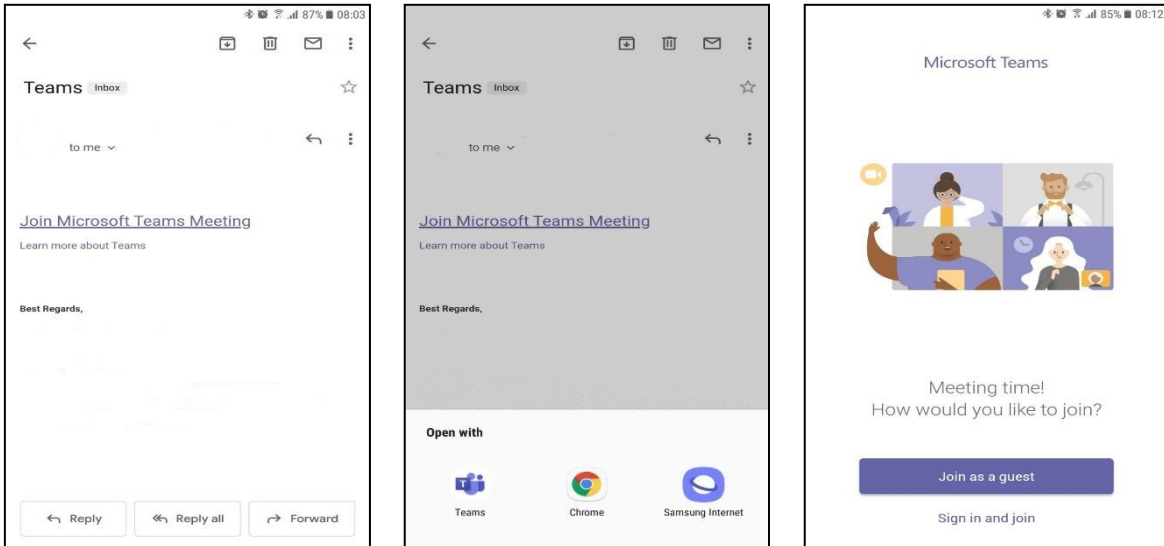
3. Enter **your name** by following the naming protocol: **First Name Last Name [**i.e.: John Smith**]**

   Click **Join as a guest** button.

4. Enter into Meeting Lobby:
   You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.
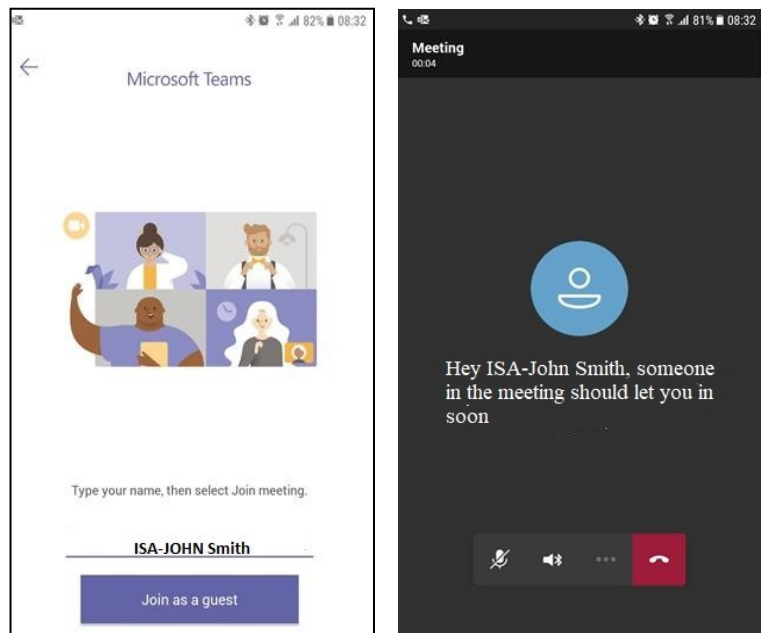
Join from Desktop App

1. **Download and install Microsoft Teams App for Desktop** from the link below:
   https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app

2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.
   (Click **Yes** to add the Meeting Invite into your outlook calendar)
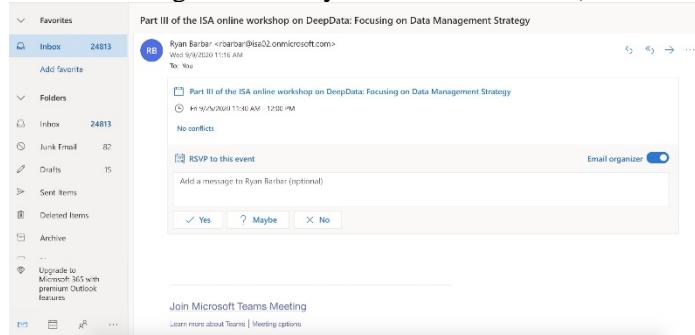

3. Select **Open Microsoft Teams** in the popup window or Click **Join Teams meeting** in your
   outlook calendar (if added earlier).
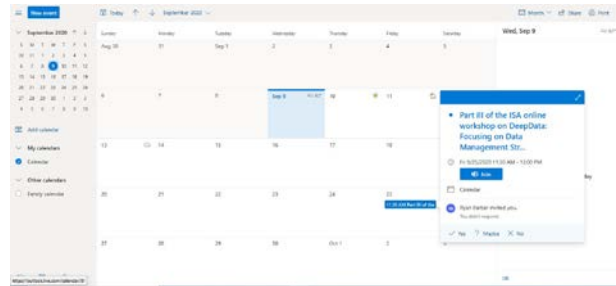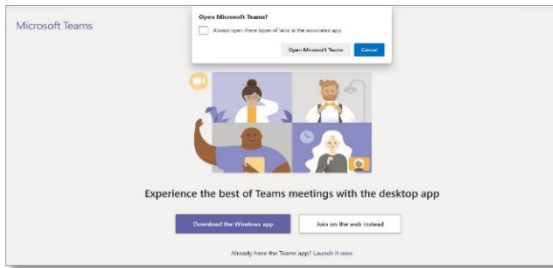
Then, **sign in** with your Microsoft account and password, click **Join Now** button. Please kindly make sure that your profile name is consistent with the profile name provided in the registration form (in accordance with naming protocol).
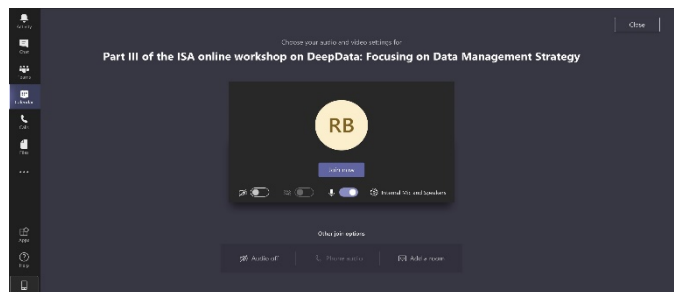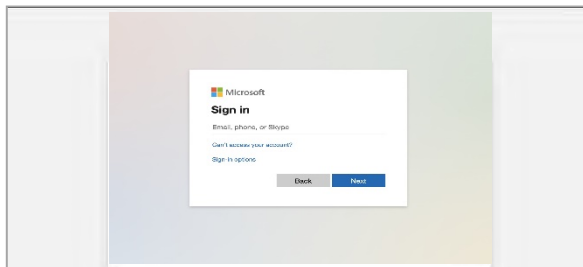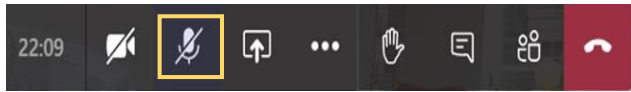

4. **Enter into Meeting Lobby**: You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.
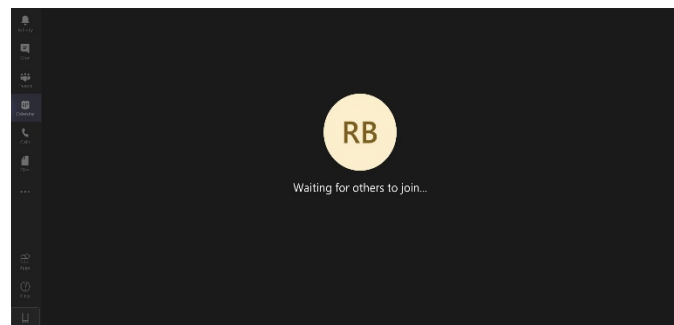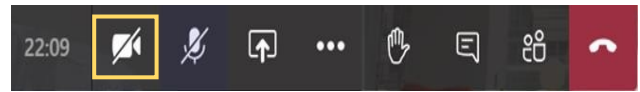
2. Change audio/camera settings

You can **toggle on/off** your microphone and camera and change your **audio and camera settings.**
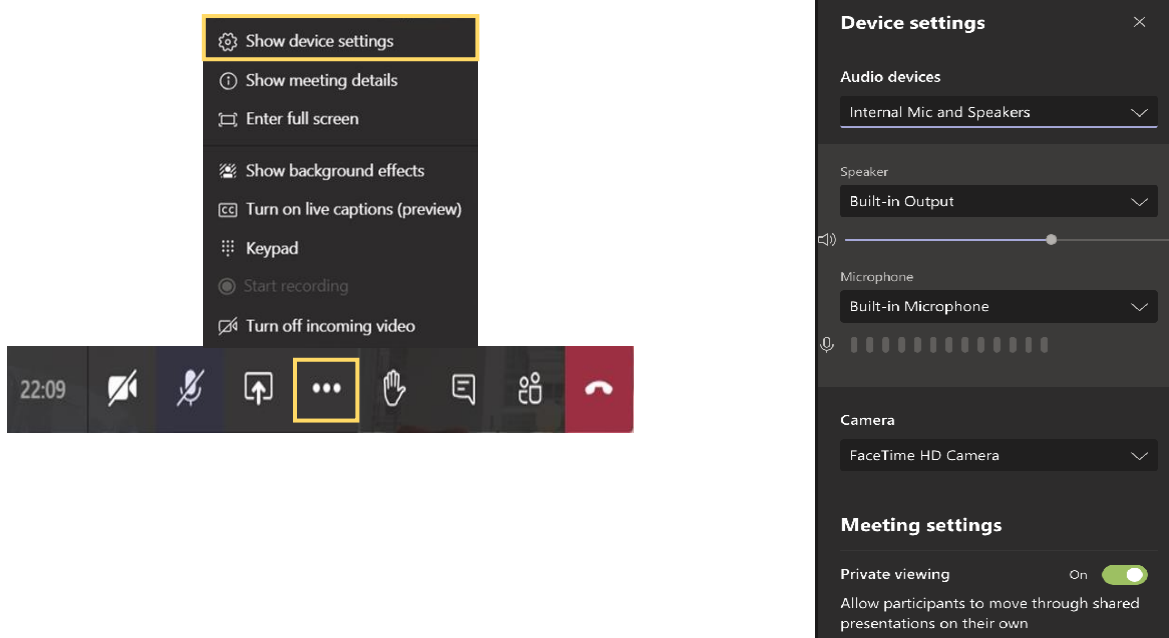
*Mute/Unmute*   *On/Off Camera*

Change audio/camera settings

To change your speaker, microphone or camera settings, select *More options* ⋯ > *Show device settings* ⚙ and select the speaker, microphone and camera options.

Blur/Change background

Select **More actions** ⋯ > **Show background effects.** Select **Blur** to blur your background or choose from the available images to change your background.
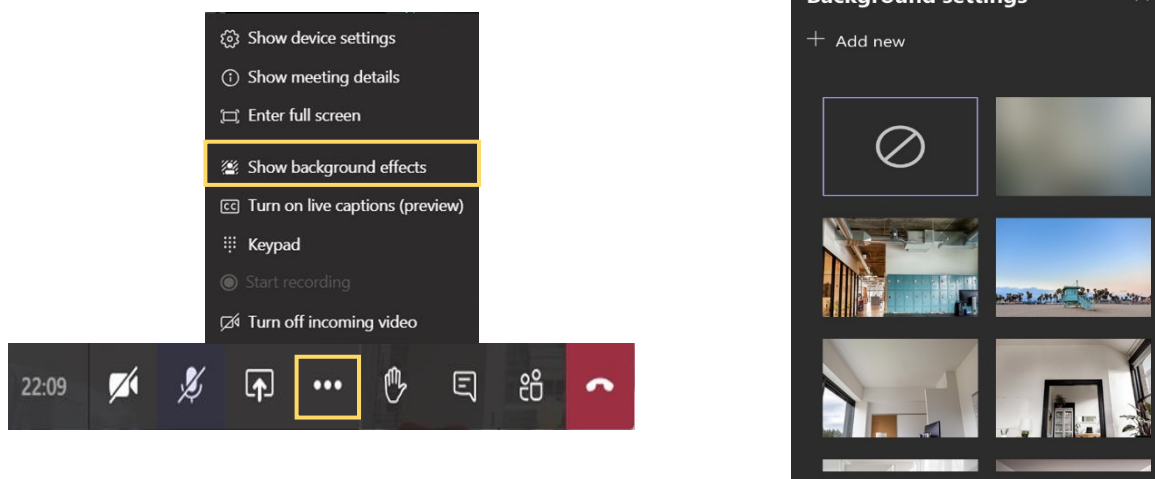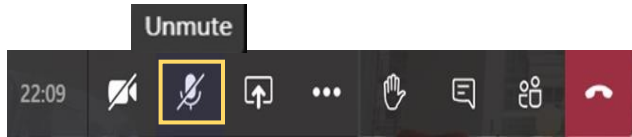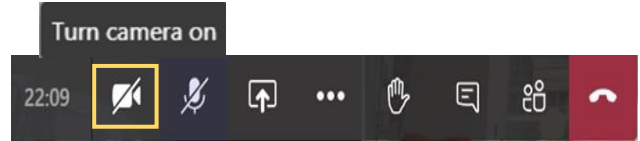
3. Request to speak

Request to speak using Chat box

Please request to speak using Chat Box indicating the '@floor' function and your country/organization (see No. 4 Show conversation/Chat Box). When you are given the floor, please turn on your mic/camera on.

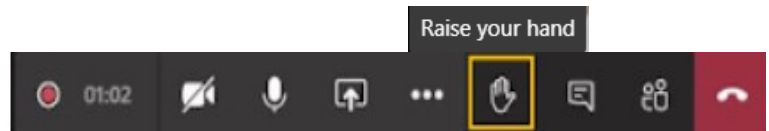**Unmute**   **On Camera**

Raise your hand

During a meeting, you can raise a virtual hand to let the Secretariat know that you want to contribute without interrupting the conversation. The meeting presenter will receive a notification that your hand is raised, your hand will be lowered, and the floor will be given to you to speak.

Select **Raise your hand** 🖐

4. Show conversation/Chat Box

To show the chat box, please select the **Show conversation** icon. The **Meeting chat** window will then be displayed on the right side.

If you are experiencing technical issues, please **email our technical team at** **cits_team@isa.org.jm**.