Workshop on DeepData: Focusing on Data Management Strategy

21-25 September 2020 | Online

Information Note for Participants

Opening

The workshop on DeepData: focusing on data management strategy will be held *online*, from Monday, 21 September to Friday, 25 September 2020, comprising the following parts:

	Part I	**Part II**	**Part III**
Participants	Members of the Legal and Technical Commission (LTC)	Contractors	Public
Date	21-22 September	23-24 September	25 September
Start time	6:00 a.m. (Jamaica; GMT-5)		
Meeting platform	Microsoft Teams		

The workshop will start at 6:00 a.m. daily. However, participants are expected to join the online meeting by 5:45 a.m. (on day one of each part) to ensure a smooth start of the workshop.

Working language

The workshop will be conducted in English.

Meeting documents

Documents and materials relevant to the workshop, including agendas and background documents, are and will continue to be made available on the following workshop webpage:
https://www.isa.org.jm/index.php/event/workshop-deepdata-focusing-data-management-strategy#BackDocs

Contact

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

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

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

Recording policy
The ISA secretariat will record the workshop through the online meeting platform (i.e. MS Teams). By participating in the workshop 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 workshop report. However, clips of the discussion will be extracted and assembled for a short video report, which may be published to showcase key highlights of the workshop 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 workshop.

Recording by individual participants without prior consent of all other participants may incur liability and could have serious legal implications for ISA and for the participants concerned, and for this reason all participants should note that, as a matter of policy, personal recording by participants is not permitted.

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

Social media
The ISA secretariat will post key highlights of the workshop discussions and outcomes on Twitter and Facebook, using the following hashtags:
- **#ISBAHQ**
- **#SDG14@ISBAHQ**
- **#DeepData@ISBAHQ**

If you wish to share postings related to the workshop 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 workshop 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, which will be used throughout the workshop. A testing of meeting platform will be conducted as part of the reception day for participants, from 7:00 - 8:30 am (Jamaica; GMT-5) on Friday, 18 September. Participants are highly encouraged to join this meeting, using the same meeting link, to familiarize themselves with the platform and minimize risks of technical issues arising during the workshop.

A link to join the breakout session will be provided separately to the members of each breakout group, in a follow-up email.

More detailed guidance on how different functions of this online platform will be used during the workshop will be made available to all participants in due course. In the meantime, please see the next page for guidance on how to join a meeting in Microsoft Teams.
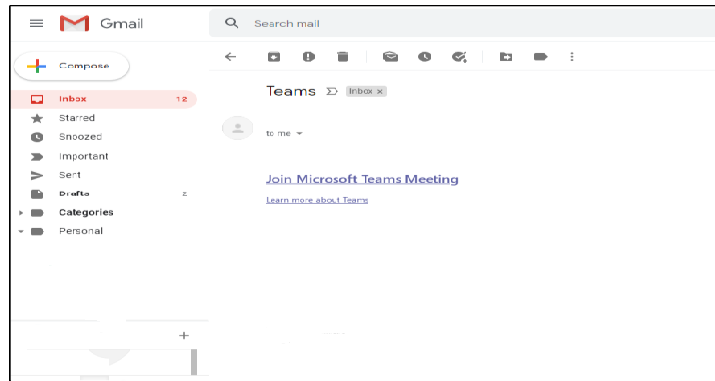
Annex. General guidance on the use of the Microsoft Teams platform
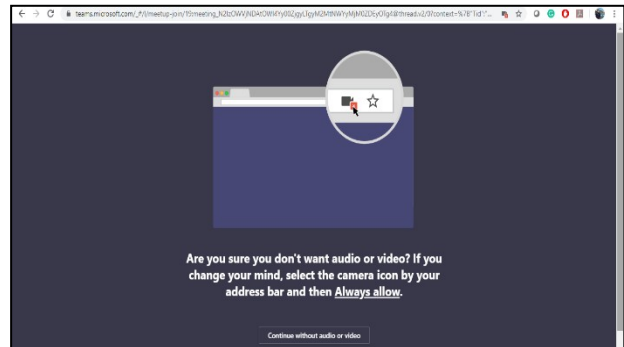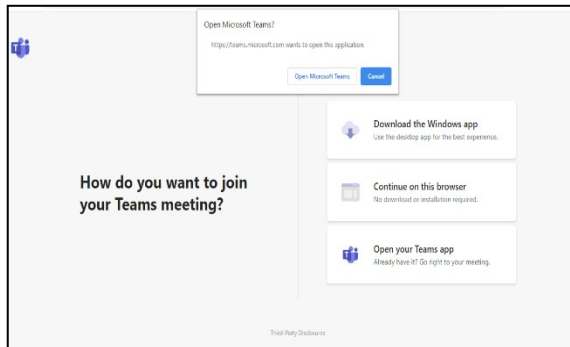
1.   **Join a Meeting in Microsoft Teams**

Join as a Guest via Web

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

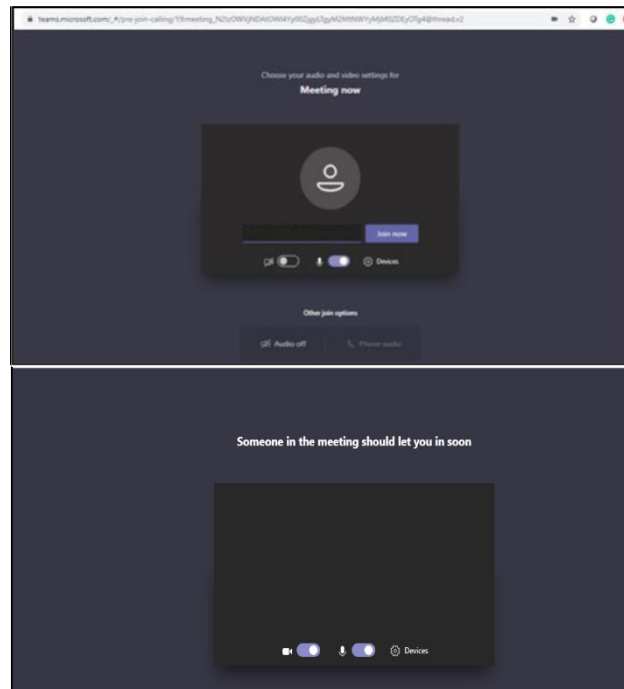1. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.

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

3. Enter **your name** by following the naming protocol: **Country/Organization-First Name Last Name**
[i.e.: International Seabed Authority - 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.
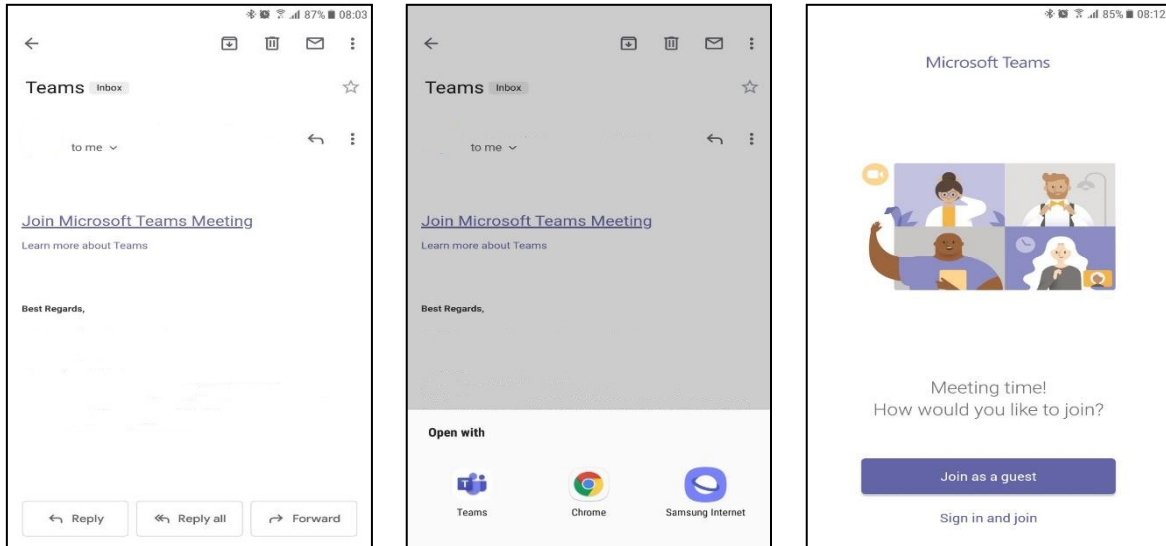
3. Enter **your name** by following the naming protocol: **First Name Last Name [**i.e.: John Smith**]**

   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.
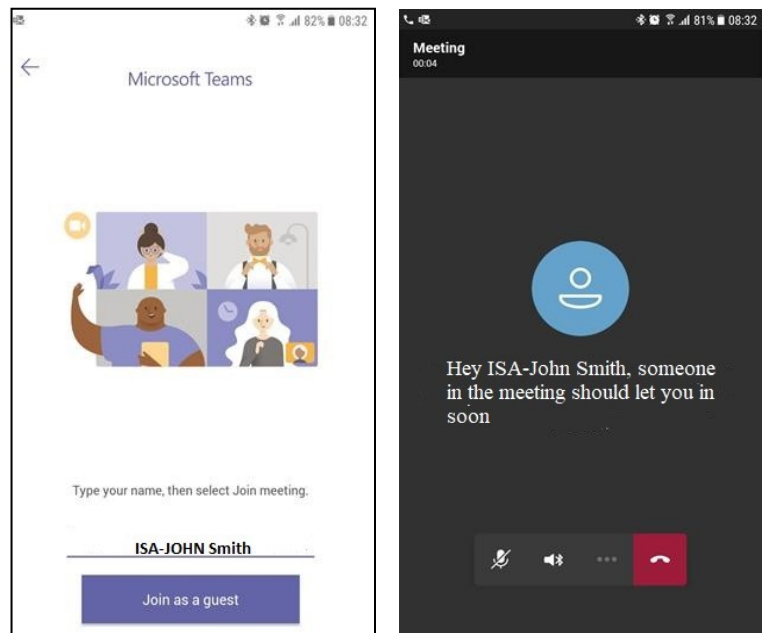
Join from Desktop App

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)
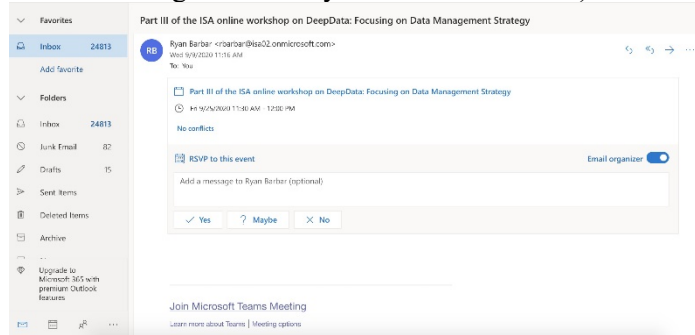

3. Select **Open Microsoft Teams** in the popup window or Click **Join Teams meeting** in your
   outlook calendar (if added earlier).
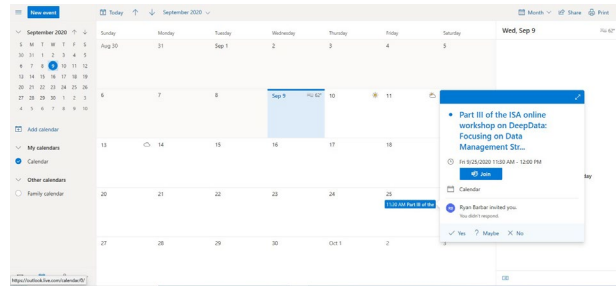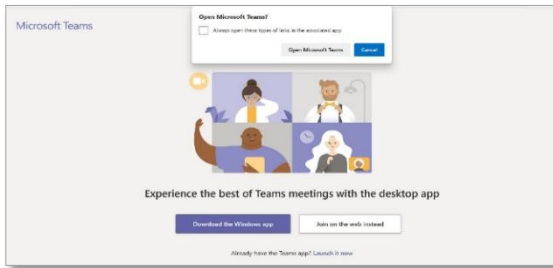
Then, **sign in** with your Microsoft account and password**,** click **Join Now** button. Please kindly make sure that your profile name is consistent with the profile name provided in the registration form (in accordance with naming protocol).
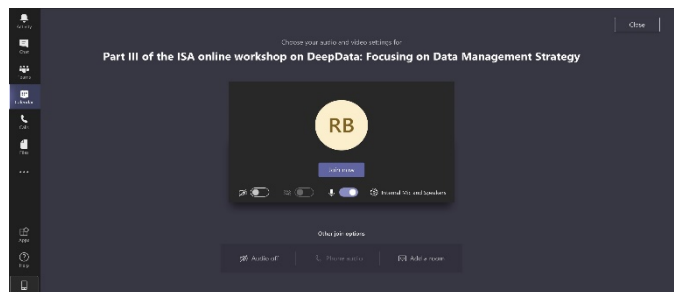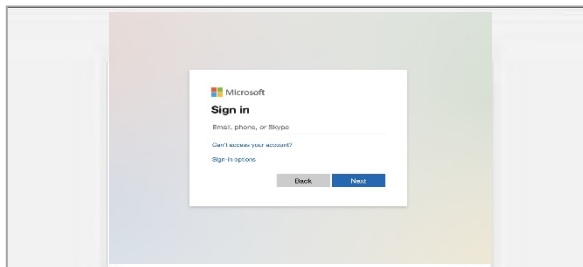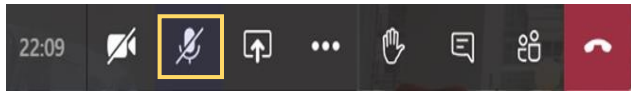

4. **Enter into Meeting Lobby**: You will be
   waiting in the Meeting Lobby. The meeting
   organizer will be notified and will allow you to
   join the meeting. If you are not allowed to join
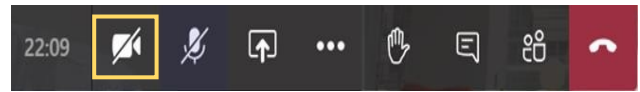   within 15 minutes, please inform your
   organizer and join again.
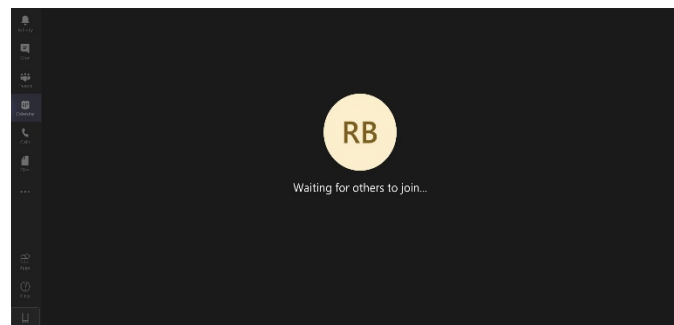
2. Change audio/camera settings

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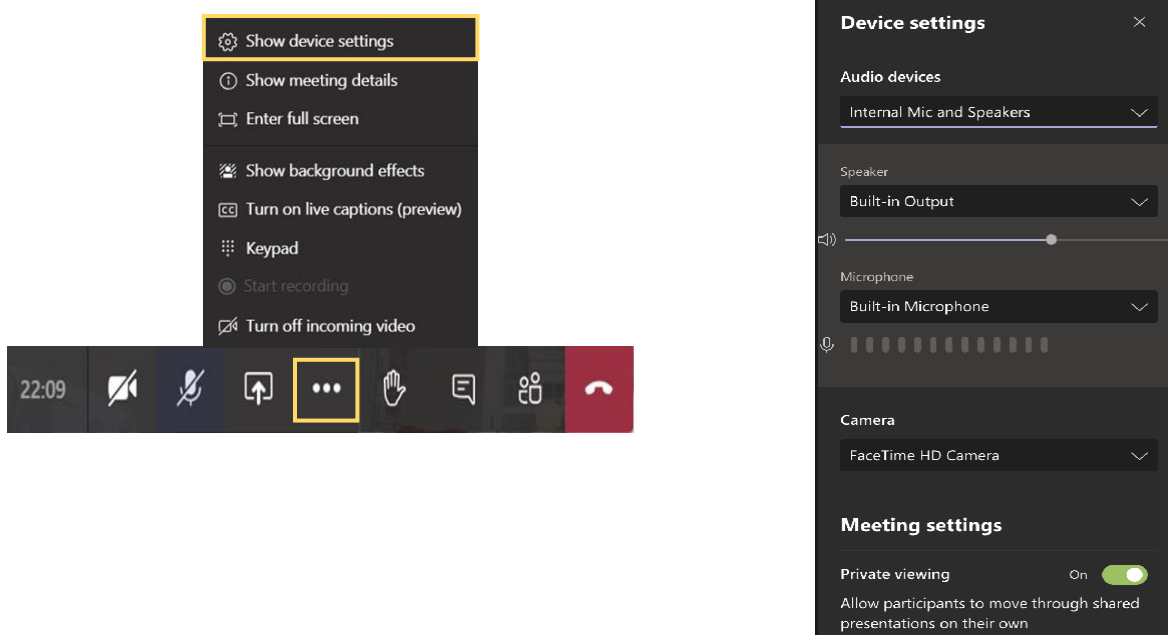
*Mute/Unmute*   *On/Off Camera*

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.
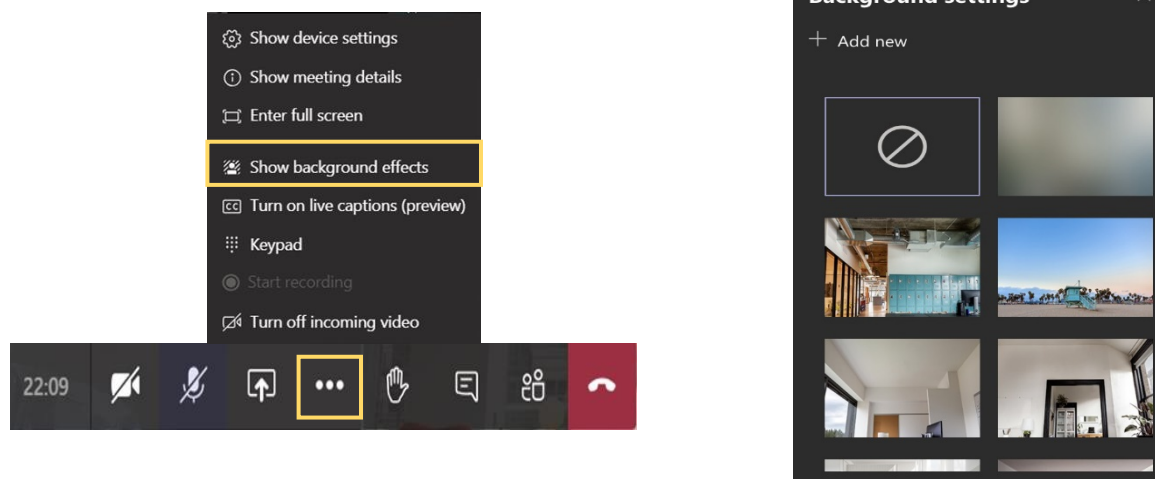
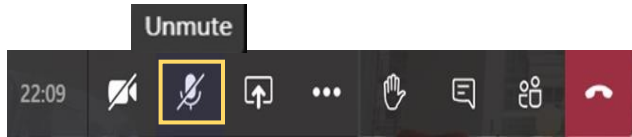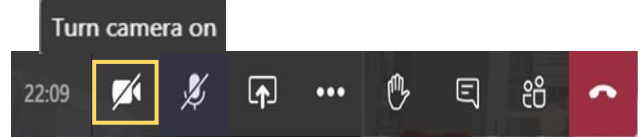## 3. Request to speak

Request to speak using Chat box

You may request to speak using Chat Box indicating your country/organization (see No. 4 Show conversation/Chat Box). When you are given the floor, please turn on your mic/camera on.
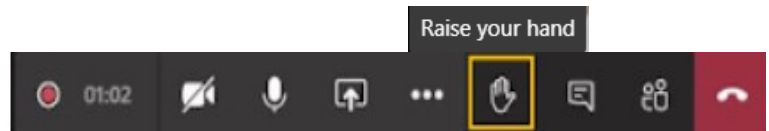
Unmute

On Camera

Raise your hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation. Meeting presenter will receive a notification that your hand is raised and will lower your hand to give you the floor.

Select **Raise your hand**

4. Show conversation/Chat Box

Select **Show conversation** icon, the **Meeting chat** window will display on the right side.

Request to Speak: type **your country/organization** and click the **arrow** icon.

Having technical issues: indicate the issue you are facing, ex. Can't hear, etc. in the box. Our focal point/technician will contact you for further assistance.