Workshop on the Development of a Regional Environmental Management Plan for the Area of the Northern Mid-Atlantic Ridge with a Focus on Polymetallic Sulphides (PMS) Deposits

23 November 2020 - 04 December 2020 | Online

Information Note for Participants

Opening

The Workshop on the Development of a Regional Environmental Management Plan for the Area of the Northern Mid-Atlantic Ridge with a Focus on Polymetallic Sulphides (PMS) Deposits will be held *online*, from Monday, 23 November to Friday, 4 December 2020.

The workshop will start at 6:00 a.m. (Jamaica; GMT-5) daily. However, please join the online meeting by 5:45 a.m. and wait in the lobby until you are admitted 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/event/workshop-remp-area-northern-mid-atlantic-ridge

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):

- *Wanfei Qiu*
  Programme Manager (Marine Environment)
  Office of Environmental Management and Mineral Resources
  wqiu@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 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**
- **#ISBAREMP**

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 <u>Microsoft Teams platform</u> 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 link to join the breakout session will be provided separately to the members of each breakout group, in a follow-up email.

Reception and testing of online meeting platform
A reception will be organized from 8:00 - 9:30 a.m. (Jamaica; GMT-5) on Friday, 20 November, during which participants can introduce themselves and test the platform. An invitation will be sent to all participants via email in due course, with the meeting link. Participants are highly encouraged to join this meeting, using the provided meeting link, to familiarize themselves with the platform and minimize risks of technical issues arising during the workshop.

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.
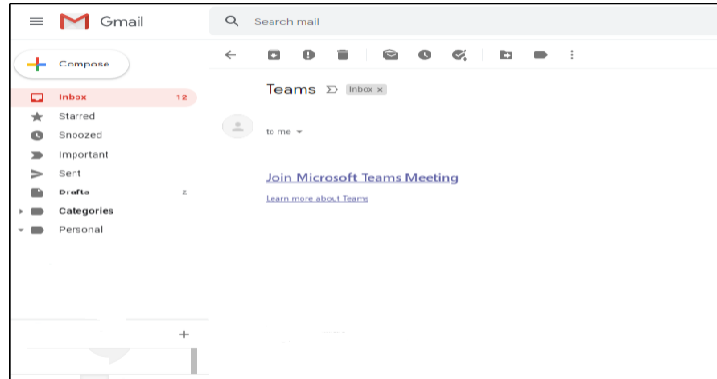
Annex. General guidance on the use of the Microsoft Teams platform

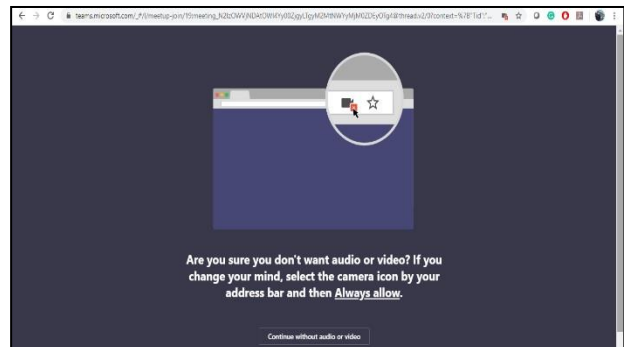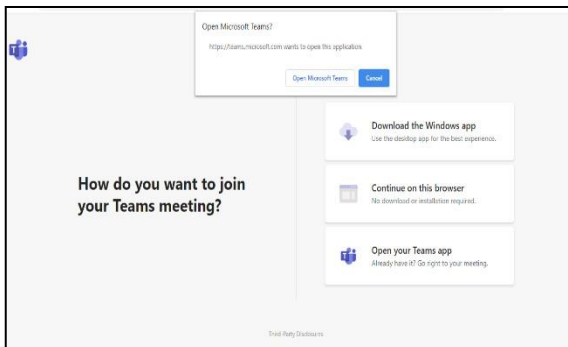**1.** **Join a Meeting in Microsoft Teams**

Join as a Guest via Web

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

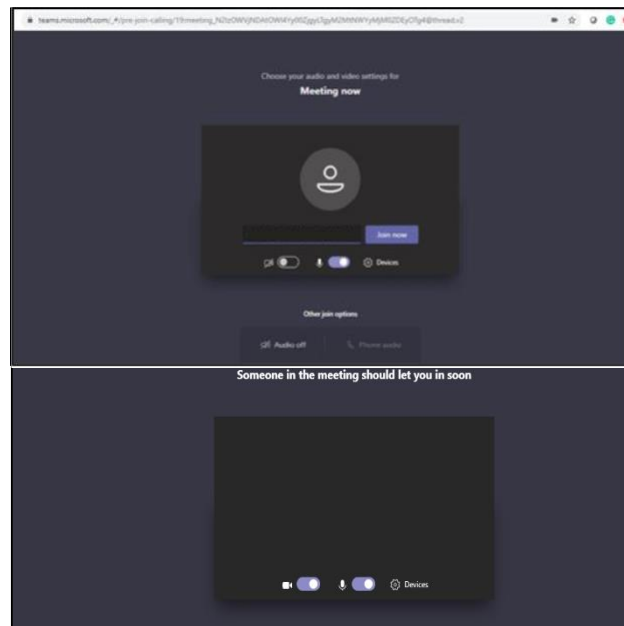1. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.

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

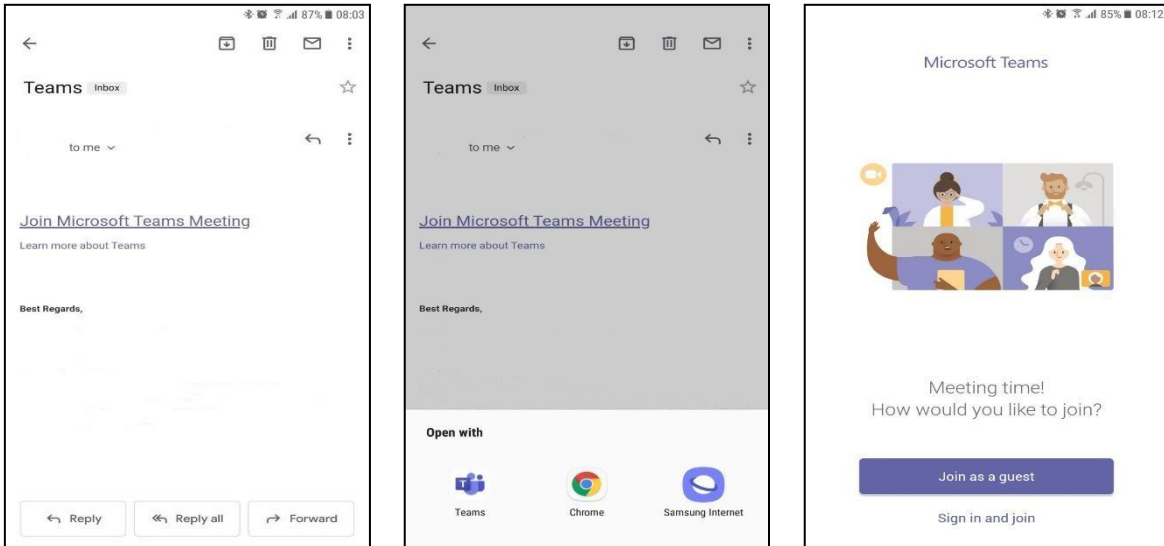**3.** Enter **your name** by following the naming protocol: **First Name Last Name** [i.e.: John Smith]

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.
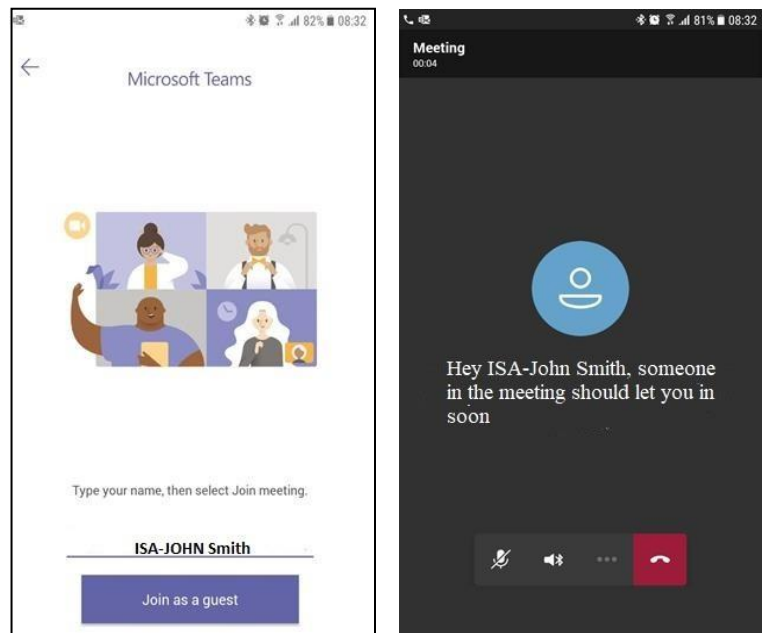
Join from Desktop App

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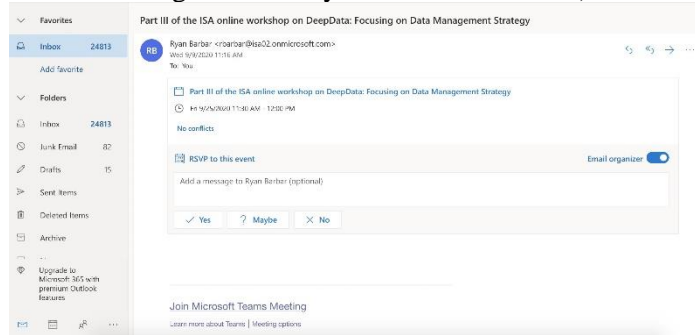
3. Select **Open Microsoft Teams** in the popup window or Click **Join Teams meeting** in your
outlook calendar (if added earlier).
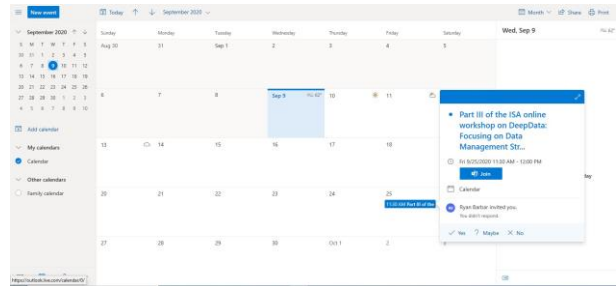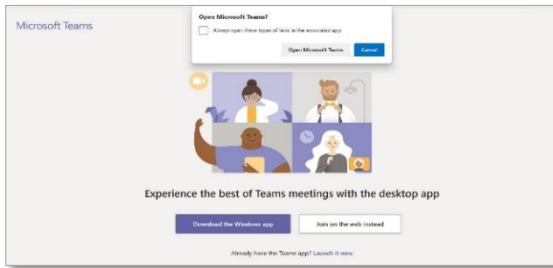
Then, **sign in** with your Microsoft account and password**,** click **Join Now** button. Please kindly make sure that your profile name is consistent with the profile name provided in the registration form (in accordance with naming protocol).
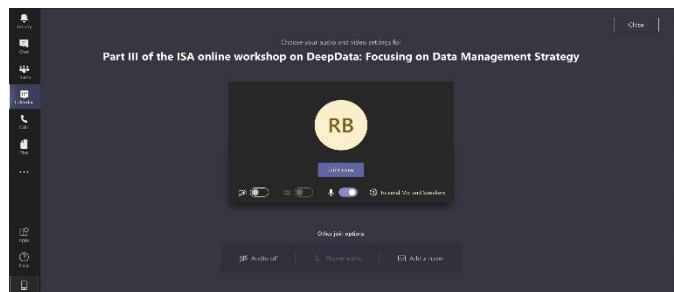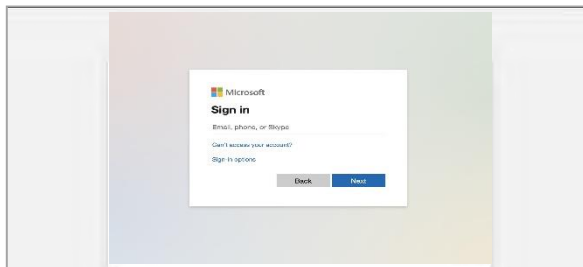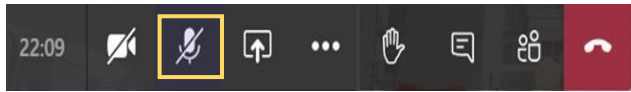

4. **Enter into Meeting Lobby**: You will be
waiting in the Meeting Lobby. The meeting
organizer will be notified and will allow you to
join the meeting. If you are not allowed to join
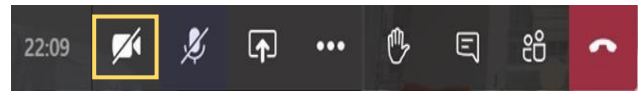within 15 minutes, please inform your
organizer and join again.
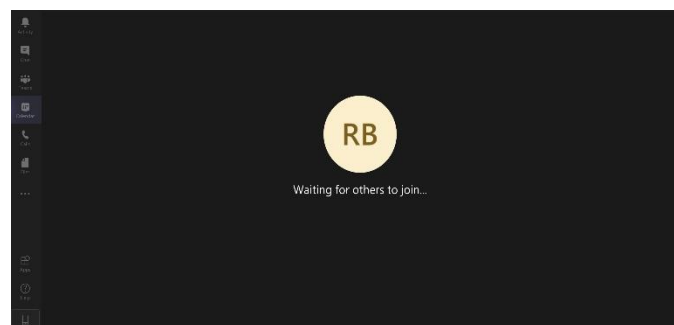
2. Change audio/camera settings

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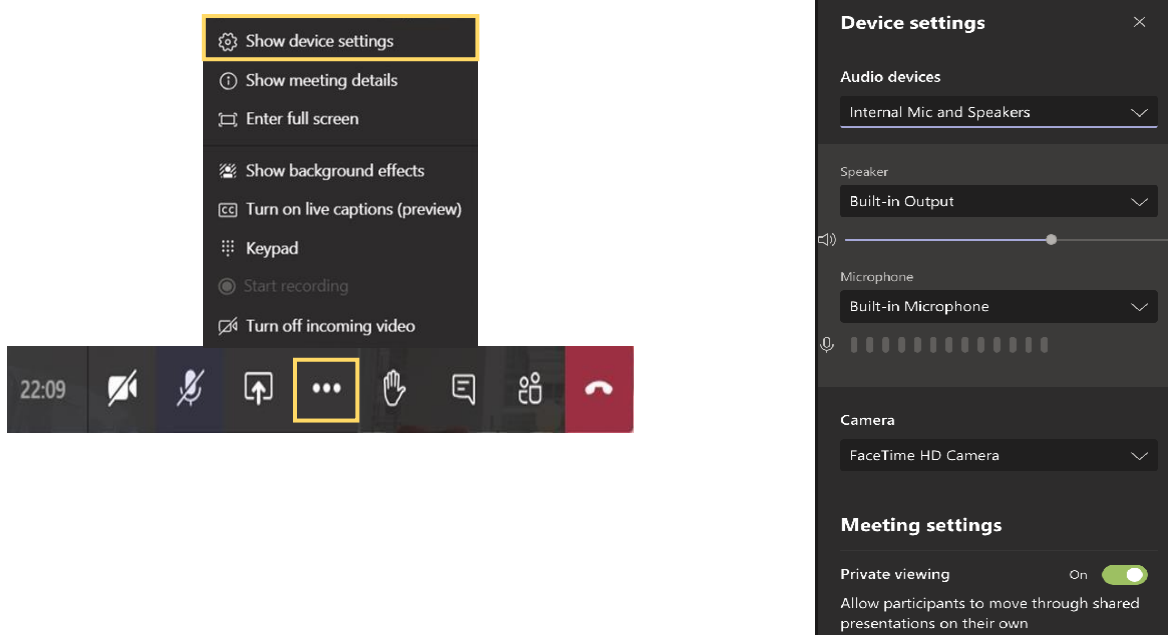
*Mute/Unmute*   *On/Off Camera*

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.
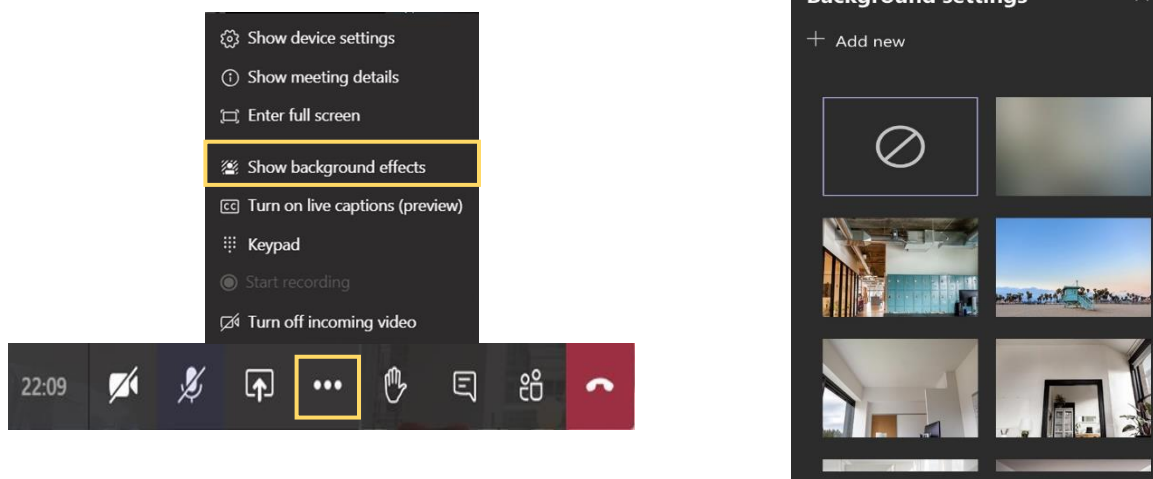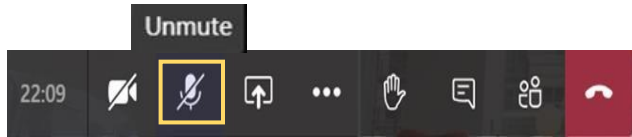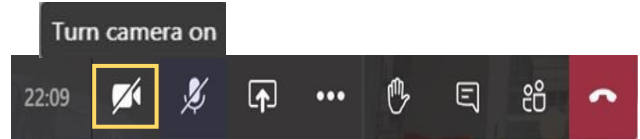
3.   Request to speak

Request to speak using Chat box

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.
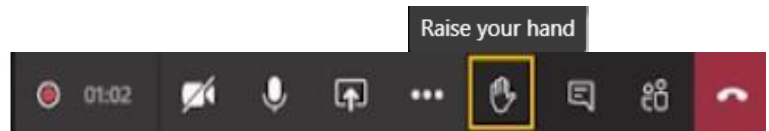
Unmute   **On Camera**

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.

Having technical issues: : Please directly email at cits_team@isa.org.jm.