



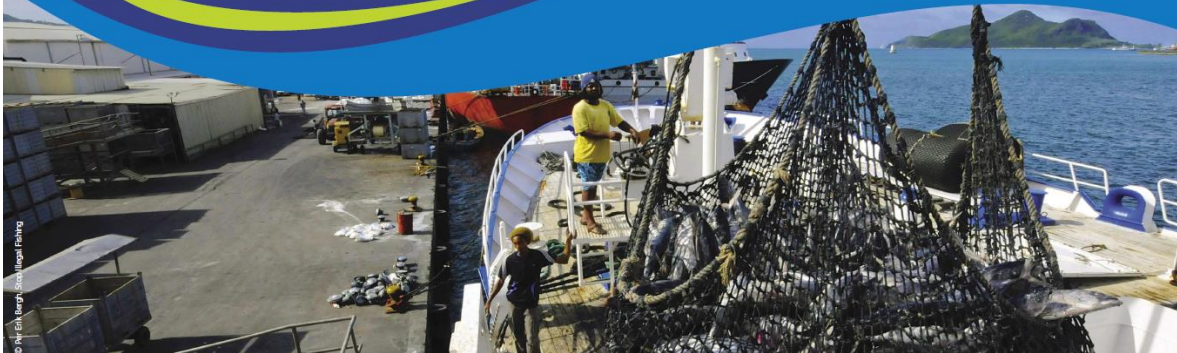
Food and Agriculture Organization
of the United Nations



European
Commission

Third Meeting of the Parties
to the FAO Agreement on
Port State Measures (PSMA)

31 May – 4 June 2021



Third Meeting of the Parties to the
2009 FAO Agreement on Port
State Measures
31/05 – 04/06

CONNECTION GUIDELINES

Table of Contents

INTRODUCTION.....	1
ENTERING AN INTERACTIO MEETING.....	1
YOUR IDENTIFICATION	2
MEETING DEVICES	3
INTERPRETATION	3
DURING THE MEETING	4
PROCEDURE	4
TIPS.....	4
CHAT FUNCTION	5

INTRODUCTION

The conference “Third Meeting of the Parties to the FAO Agreement on Port State Measures (PSMA)” will be a fully digital event, and you will be asked to join it via **Interactio** for the entire duration of the event.

This document aims to make sure you are well prepared to join the event. It includes information about the technical requirements, the technical rehearsal and the conduct of the event.

ENTERING AN INTERACTIO MEETING

Please make sure you follow the guidelines below:

- If possible, have a cabled internet connection with your laptop.
- If you do not have access to a cabled internet connection, please connect from a place with a strong Wi-Fi signal.
- Avoid using a mobile phone. It will make it difficult for you to hear, and for others to hear you when you speak.
- To avoid background noise and an echo effect, connect from a room where you can be alone and close all doors and windows. Mute or switch off other devices or appliances that might create background noise (ventilation, heating).
- For better audio quality, ideally use a wired headset with a built-in echo-cancelling microphone. If possible, avoid using a wireless headset or the built-in microphone of your laptop, which might create interference.
- Place your webcam at eye level and sit at a distance of around 50-70 cm from it, making sure that you are in the centre of the image, avoiding unnatural camera angles.
- Work from a well-lit room and choose a neutral background that is not distracting.
- Avoid having a bright source of light, such as a window, behind you, or your image will be too dark.

To join the Meeting of the Parties, click on the **Interactio link** emailed to you a few days before the event.

Make sure you **use an incognito window in Google Chrome** to avoid any problem with the **platform**.

We kindly ask you to join the call at least 30 minutes before the event starts. You do not need to stay in front of your computer, but you should, at least, connect to the Interactio call 30 min ahead of the session start time so our technicians can check your device, and then be physically present in front of your computer 10 minutes before the start of your session.

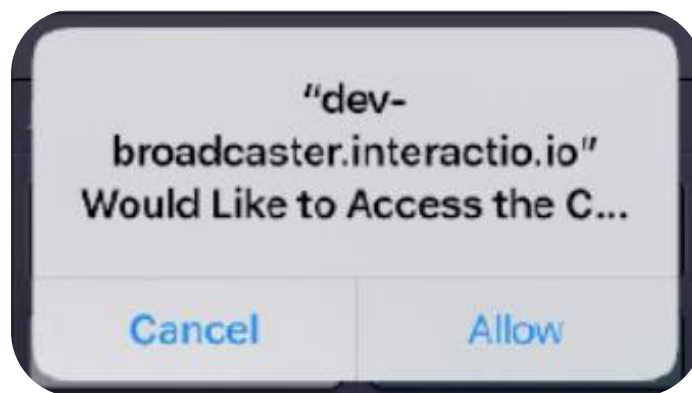
YOUR IDENTIFICATION

Enter your email address, country or organisation name, first name, last name and click on “Continue”. The first name and last name is how you will be identified during the meeting, so make sure it is correct.

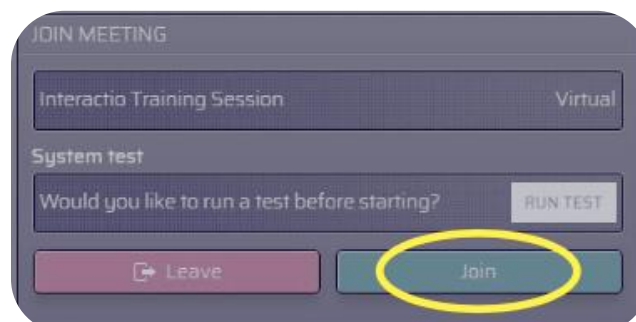


A screenshot of a mobile application interface titled "ENTER YOUR DETAILS". It features three text input fields labeled "Email", "Firstname", and "Lastname". Below these fields is a button labeled "Continue".

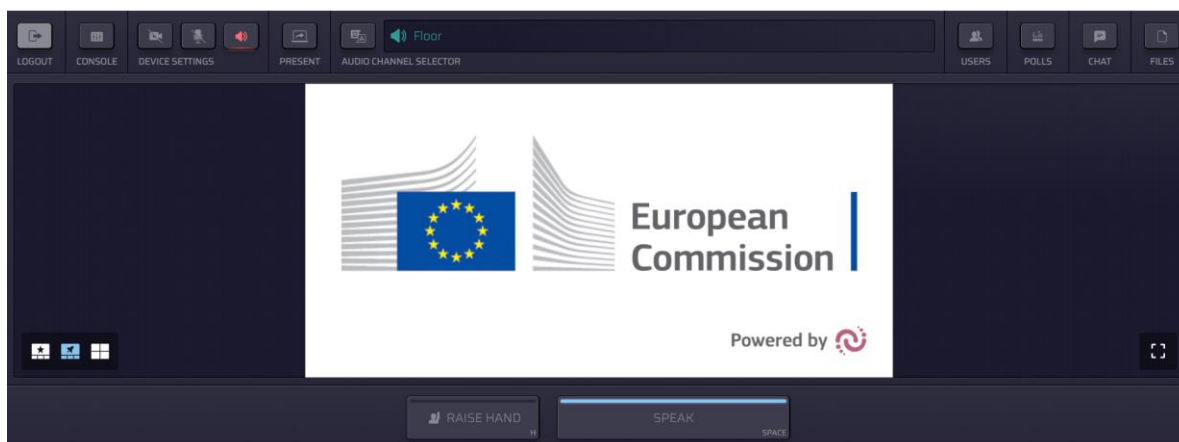
If prompted, click “Allow” twice to allow access to your microphone and camera.



Click on “Join” to join the meeting. You are now connected.

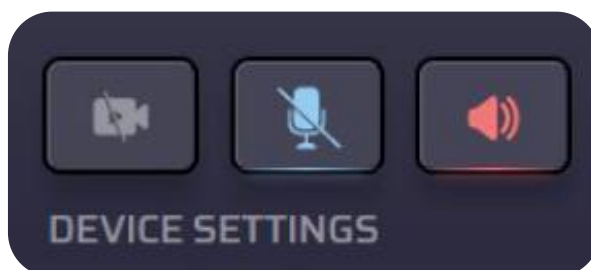


When arriving on the platform, this is what you will see:



MEETING DEVICES

On the top left of the screen, click on the buttons to select your preferred camera, microphone, and speaker. Failure to do this will result in Interactio using your computer's default settings for the devices. If these are not the ones you want to use, you may end up with unavailability issues (e.g. no sound). **After selecting your preferred device(s), you may need to refresh the page for the changes to take effect.**



INTERPRETATION

On the overview screenshot, you see "Floor" as the current language. Please select the language you want to hear from the dropdown menu. For the meeting, French, English, Spanish, Arabic, Russian and Chinese will be available.




DURING THE MEETING

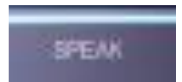
PROCEDURE

When entering the Meeting of the Parties, your “SPEAK” button will be **grey**, meaning you cannot speak.

The Chair of the meeting will invite each delegation to take the floor successively during the meeting at various stages of the event.

If your delegation is asked to take the floor and you are the person appointed to represent your delegation, click on the  button to let the moderator know that you would like to speak.

When you are given the floor by our technician, your “SPEAK” button turns **blue**



You can then click on it, and it will turn **red**: **you are now live!**

- Please wait a couple of seconds before speaking.
- Enabling your microphone automatically enables your camera. Please bear that in mind.
- To mute yourself, click on the “SPEAK” button again and it will go back to blue, and then grey when your turn is over.

Summary:

- When the “SPEAK” button is **grey**: you cannot speak;
- When the “SPEAK” button is **blue**: the permission to speak has been given to you;
- When the “SPEAK” button is **red**: you are live.

TIPS

- When speaking, and for the benefit of the audience and interpreters, keep your webcam ON while you have the floor.
- The meeting manager will turn it off or ask you to do so if there are any technical issues with your image/sound.
- To convey your message clearly to the other participants and the interpreters, speak at a natural pace remembering to pause as you normally would during a meeting in person and avoid simply reading out texts. Repeat or clarify your main message if you experience any interference or if the connection cuts out.

CHAT FUNCTION

- To ask questions when you are not speaking, you will be able to use the Chat function via the '**Chat**' **button** on the top right and then the Chat box on the bottom right of the screen.
- The Chat function also allows you to chat with all participants, or with a single participant of your choice.

If you run into difficulties on the day of the event, please contact Alexia van Uytvanck (+32.478.72.83.22) or Tiphaine Moreau (+32.477.80.02.92), or send an e-mail to SCIC-CONF-PSMA-2021@ec.europa.eu