

SC-06-06

6<sup>th</sup> Meeting of the SIOFA Scientific Committee (SC6)  
22-25 March 2021  
(online)

General guidelines for SIOFA online meeting

SIOFA Secretariat

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## Abstract

This document is a general guideline for SIOFA online meeting. Following it will help in having fluid and efficient meetings.

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## **General guidelines for SIOFA online meeting**

### **1. General principles**

The COVID pandemic prevent travels and organization of physical meetings. When these unfortunate conditions are occurring, the SIOFA meetings will be virtual, and the work conducted remotely. The remote process consists in text correspondences (email and forums) and virtual meetings (using a dedicated Internet application).

Virtual meetings cannot extend full day long mostly because the participants are scattered around the world and they are not all in the same time zone. Several delegates will need to be flexible when the virtual meetings are planned outside normal working hours.

This format does not leave as much time as for normal meetings; therefore, the agendas must be prioritized with some items to be discussed by correspondence and other items maintained for online and live discussion. Several items can also be started by correspondence and finalized during a live discussion.

The reporting for the meeting remains of the same nature and follows the agenda, it must integrate both the correspondence exchanges and the meeting discussions.

### **2. Correspondence exchanges**

Several items of the agenda are planned to be discussed by correspondence. The correspondence format is either an email exchange or a forum and the exchange can occur outside and beyond video meeting sessions.

#### **2.1. Email correspondence**

Where items are processed by email, the meeting chair and the Secretariat prepare a specific template file. The template shall introduce the item and the objectives. The template is distributed to all participants, participants are required to record their inputs on the template, save the file and send it back to the Chair and to the Secretariat. The inputs of the participants are considered, and advices are proposed by the Chair.

#### **2.2. Forum correspondence**

Items proposed to be discussed via forum are started from their relevant meeting forum. Meeting forums are opened on the SIOFA website. Each meeting has its own forum that is open during a specific period of time set by the Chair.

Participants need first to log in the SIOFA website to access and interact with the forum. The forums are not public to prevent spam, abuses and to maintain the confidentiality of the exchanges within SIOFA participants. However, each participant must pay attention to the SIOFA confidentiality rules and not post any confidential data.

The meeting forum are accessible from the left menu of the SIOFA website under the meeting section.

Each item constitutes a topic where participants can:

- read the topic and the previous posts,
- reply to a post or to the topic,
- start a new post (paying attention that the subject of the post has not already been proposed in a previous one).

It is desirable that each post is signed with the full name (and delegation) of the author, the default username is not informative enough to identify people.

When the forums are opened, please check daily the forums updates to keep track of the exchanges and replies to your posts. You may send an email to the Secretariat and to the Chair of the Meeting to inform that you posted on the forum.

Like for email exchange, the posts of the participants are considered, and advices are proposed by the Chair.

### **3. Video meetings**

The video meetings will use a web-based video meeting system, the system must ensure exchanges encryption and no public access to meetings. The Secretariat adopted Zoom (<https://zoom.us/>) as it provides with all the functionalities that are required for SIOFA meetings, including interpretations.

#### **3.1. Technical requirements**

**Device:** The Secretariat recommend using a computer to have the best meeting experience: a real keyboard is useful for typing into the chat box or while screen sharing, and a large screen is required to be able to read and view the documents or presentations shared by other participants.

**Video and Audio:** The computer must have audio capacity (i.e.: microphone and speakers) to hear and being heard in the meeting. It is also recommended to use a head set instead of built-in mic and speaker, it will prevent the ambient sound to go back into the meeting audio feed and improve the audio quality.

The video is highly recommended (webcam) for being seen by other participants while speaking.

Video and audio must be tested to ensure it will be working during the meetings.

**Internet and Network:** An internet speed of at least 1.0Mbps up/down is recommended and will permit to stream fluid video. If the speed is less than this, video should be turned off to save the bandwidth for audio. We strongly recommend using a cabled connection between your computer and router instead of a WiFi connection. WiFi connections are less stable than Ethernet connections. You can easily purchase long Ethernet cable in computer shops and supermarkets.

#### **3.2. Zoom**

Zoom is provided free and its installation is straightforward. (download link: <https://zoom.us/support/download>).

The Secretariat recommend registering as a Zoom user with a login because some meeting will allow only Zoom logged-in user to enter meeting.

Note: Several paid plans are available that are useful for meetings organiser but not required for participation.

Every Zoom meeting has an ID number that need to be entered by the participants to join in. The meeting ID (or link) will be provided by email by the meeting organiser (i.e., The SIOFA Secretariat).

SIOFA meeting will also have a password that will be provided with the meeting ID.

### 3.3. General good practise

#### Identification:

The Organisers and participants need to know who is participating in the meeting. Therefore, when entering a meeting, please update your name and delegation from the participants' panel so the format is:

**DELEGATION (In full letter) – CAPACITY – FULL NAME**

[Examples: AUSTRALIA – SC HoD – James Larcombe, SIODFA – Observer – Ross Shotton]

To rename yourself open the participant panel, find your name, click *more*, and select *rename*.

#### Do not add noise:

Mute your microphone until the Chair indicates it is your turn to speak (the host is able to mute attendees if there is any issue with background noise or feedback).

#### Sharing documents and presentations:

Participants will be able to make live presentation of the paper they prepared to address agenda item when asked by the Chair. The presentations should also be provided to the Secretariat in advance to enable the Secretariat to check for confidentiality data matters and for the Secretariat to be able to share the document if the presenter prefer to.

Restricted document or paper shall not be shared through Zoom. These documents are only available to non-observers SIOFA participants. Those documents require to log in on the SIOFA website to be visible on the relevant meeting page.

#### Raise hand:

Indicate your request to speak using the *raise hand* feature or use the chat box to indicate your request to speak. Alternatively, on Window computer pressing ALT+Y will raise/lower your hand.

#### Indicate agreement/disagreement:

The Chairs will ask participants if there are any dissenting views on decisions or report text. As in face-to-face meetings, silence may be taken as assent.

#### Chat box:

The chat function can be used to make written statements into the meeting. Note that written statements into the chat box may not be recorded by the rapporteur, so this tool is to be used as an extra support of the oral intervention.

#### Recording the meeting:

Zoom recording function will be disabled. Only the meeting host (the Secretariat) will be able to record the meeting. In line with normal SIOFA face-to-face meetings, it is expected that participants will not record the meeting in any format.

Protocols:

The Secretariat will be the initial host at the start of the meeting and then pass the hosting to the Chair.

The Chair will let you know when it is:

- your turn to present, introduce yourself or ask a question
- time for questions (usually at the end of a presentation although long presentations will have pauses for questions)

If you have a question, you can use the raise hand function and/or type your question in the chat function and referencing the topic or slides but be patient with the Chair managing responses to from screen.

### **3.4. Using Zoom controls**

Zoom has many tutorials and guides available on the Internet. Annex A provide with a summary and screenshots of the functions that you may use as an attendee to a Zoom meeting.

## **4. Schedule**

The meeting Chairs, in consultation with the Secretariat will develop the calendar and timeline for completing the remote work. The schedule of proposed video meeting sessions will be communicated on the tentative agenda.

The meeting opening will be communicated by the Chair of the meeting to the participants and advertised on the SIOFA website. Due to the online format, the opening can take place before the first video meeting is scheduled.

Technical details on video meetings and links will be provided by email to registered participants.

## **5. Reports**

The draft reports will be circulated after daily discussions to allow participant to review and amend the daily drafts.

The final reports will tentatively be adopted during video meeting in a specific session dedicated to the report adoption, this session will follow shortly after the last draft report has been circulated.

If the finalization cannot be achieved during the video session, it shall be finalized and adopted by email within a deadline set by the meeting Chair.

# How to Participate in a Zoom Meeting

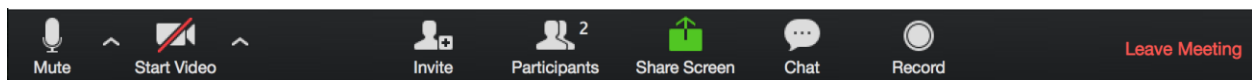
## Using the “Attendee Controls”

<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

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### About

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host is unable to join) will have [host controls](#), including muting audio, using video, sharing your screen and more.



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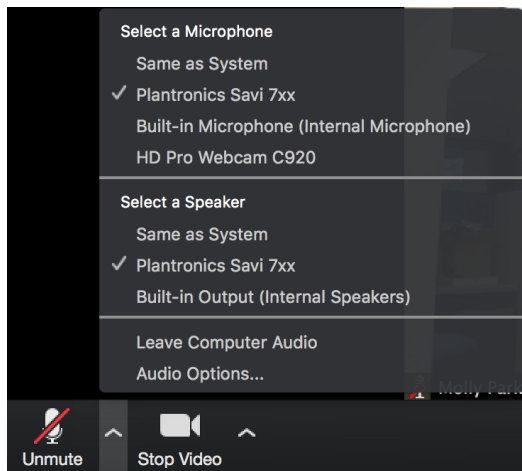
### Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

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### Mute/Unmute & Audio Settings

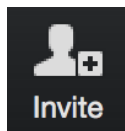
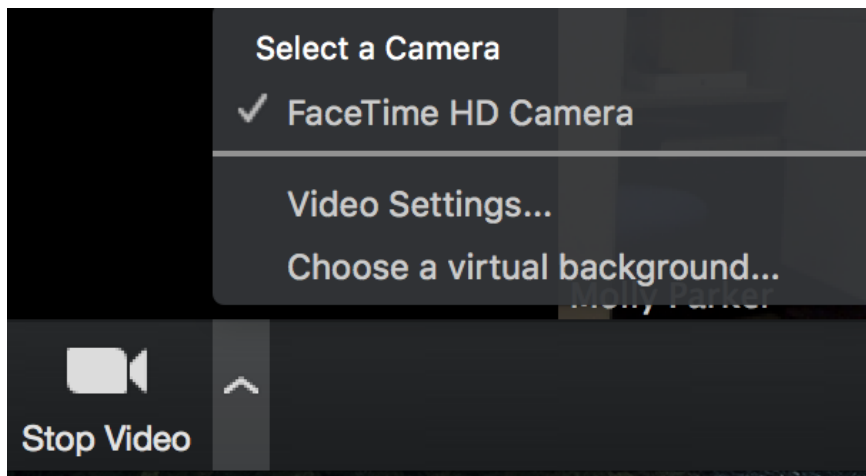
You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



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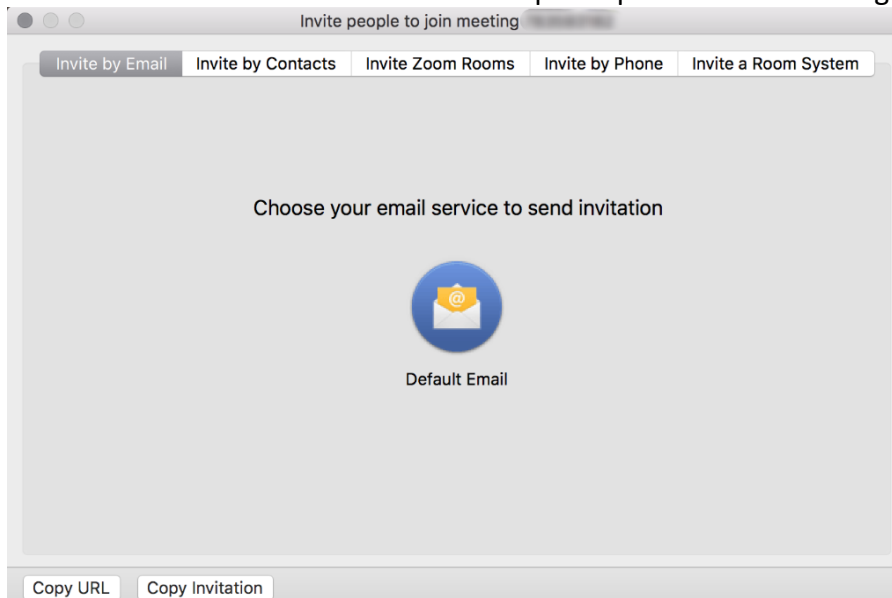
## Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

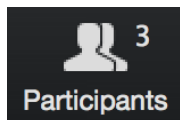


[Invite other participants](#)

Click on the invite button to invite other participants to the meeting.



- **Invite by email:** This will open up the selected email application with a copy of the meeting invitation
  - **Invite by Contacts:** Invite users from your contacts list
  - **Invite Zoom Rooms:** Invite Zoom Rooms listed on your account
  - **[Invite by Phone:](#)** Available if the host has this option available.
  - **[Invite by a Room System:](#)** If the host has cloud recording connector available for this meeting.
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**Participants**

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

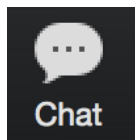
- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
  - **Rename** - hover over your name to change it as it is seen in the participants list and video window
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**[Share Screen](#)**

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.

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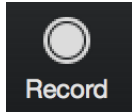


**[Chat](#)**

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

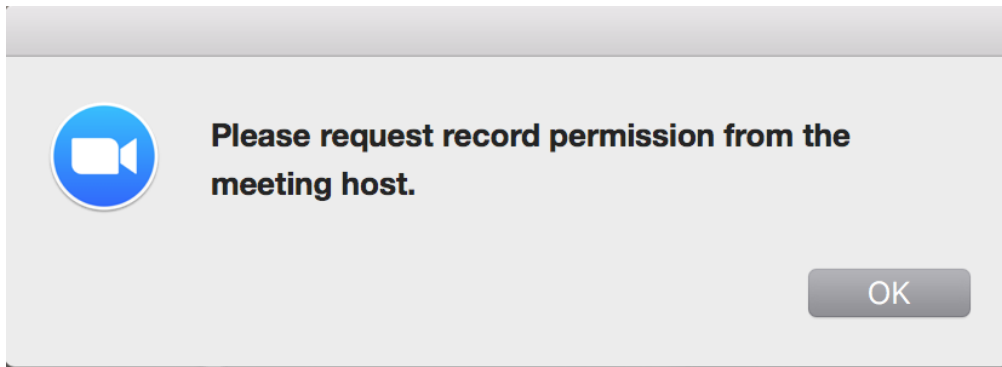
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[Record](#) (if host has given permission)

The host will need to give you permission to record the meeting. If you try to click on this before the host has given permission, you will receive the following message.

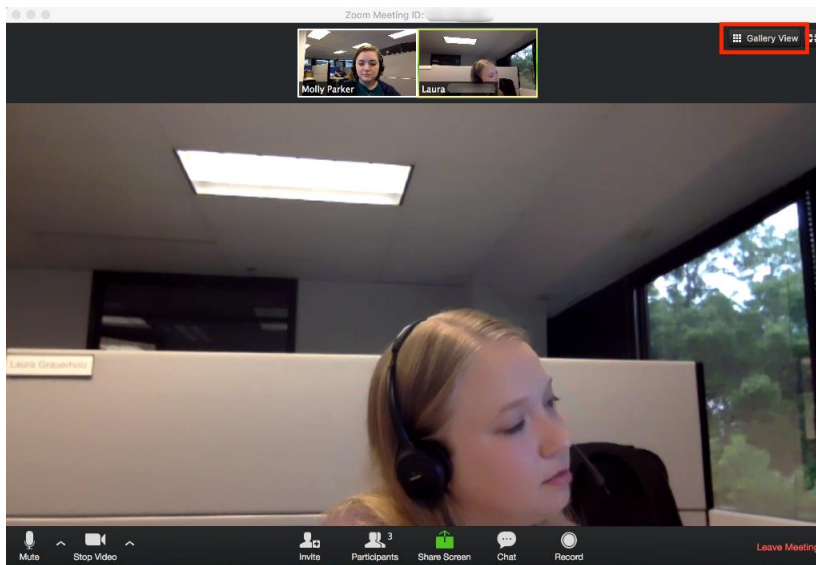


Note: the host is not notified that you have requested recording permission. You will need to ask them through the chat or audio to give you recording permission (available in their **Manage Participants** list).

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### [Choose video layout](#)

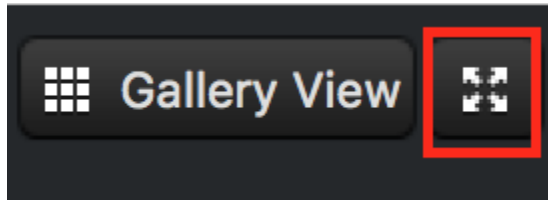
At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



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## Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



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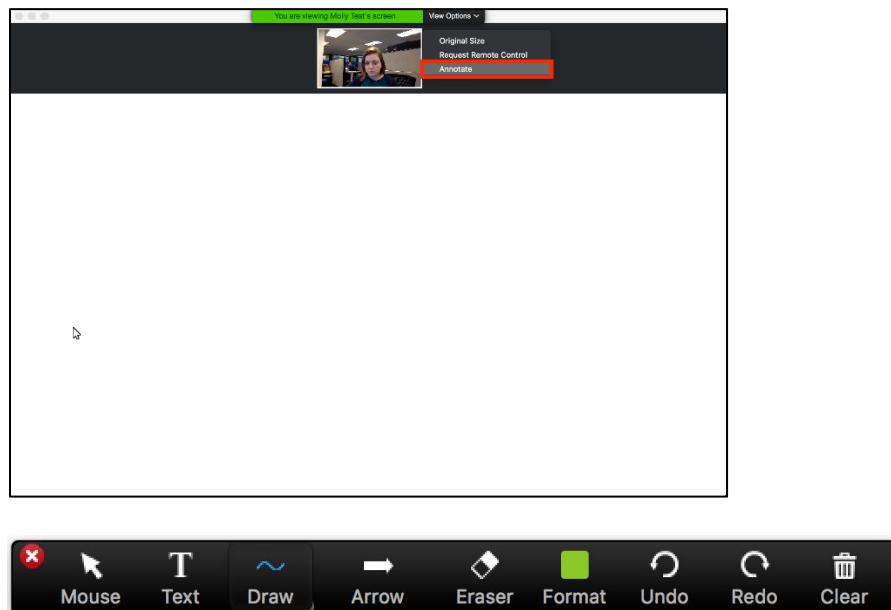
## [Pin video](#)

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

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## [Co-annotate on screen share](#)

If the host allows, you can annotate on their shared screen or share whiteboard. To do this, click on **View Options** at the top of your screen and choose **Annotate**.



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## Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

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## For More Information

Contact Technical Support <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center <https://support.zoom.us/hc/en-us>

Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Tutorials <https://support.zoom.us/hc/en-us/sections/201740096-Training>

Mobile <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>