



North Pacific Fisheries Commission

NPFC-2024-SSC NFS01-MIP01

DETAILS FOR VIRTUAL MEETINGS OF SSC NFS AND SSC PS 22-30 August 2024

The 1st meeting of the Small Scientific Committee on Neon Flying Squid (SSC NFS) and the 13th meeting of the Small Scientific Committee on Pacific Saury (SSC PS) will be held in a virtual format from 22-30 August 2024. To facilitate meeting arrangements, the Secretariat have prepared information for your reference as below.

- Dates and Time
- Format of the Meetings
- Registration
- Meeting Documents

DATES AND TIME:

The meetings will be held on the following dates:

- SSC on Neon Flying Squid – 22-23 August
- SSC on Pacific Saury – 26-30 August

All meetings will begin at 9am, Tokyo time, and last for 4 hours a day. The respective time in different time zones of NPFC members is as follows:

- 14:00 (previous day) – Honolulu, USA
- 17:00 (previous day) – Nanaimo, Canada
- 2:00 – Brussels, Belgium (European Union)
- 3:00 – Moscow, Russia
- 8:00 – Shanghai, China and Taipei, Chinese Taipei
- 9:00 – Tokyo, Japan and Busan, Korea
- 10:00 – Vladivostok, Russia
- 11:00 – Port Vila, Vanuatu

FORMAT OF THE MEETINGS

The meetings will be held in the format of video conferencing via Webex. The registered participants will receive an invitation to the meetings by email.

In the invitation email, click JOIN to connect to a meeting. *If this is the first time you are joining a Webex meeting, please proceed with your invitation at least 20 minutes in advance to download the*

app and fill in your name and email. Detailed information about how to join a Webex meeting, how to use control bars for meeting operation, how to raise your hand to speak and how to share your screen is available in Annex 1.

The meeting site will be open 30 minutes before the meeting time. Participants are advised to join meeting 15 to 30 minutes in advance.

REGISTRATION

Contact information is necessary for organization of the meeting. Please register through an online registration service on the NPFC website www.npfc.int. Logging in to your NPFC account is required to be able to register. The deadline for registration is **15 August 2024**.

MEETING DOCUMENTS

Meeting documents will be available on the meeting webpages <https://www.npfc.int/meetings>.

New

In accordance with the NPFC Document Policy revised by COM09 in April 2024, submitted documents shall be accessible for Members, CNCs, Observers and the public, unless the author of the document directs that the document remain solely available to NPFC Members. Please indicate in your meeting document if it contains confidential or sensitive information and you want it to be posted on the Members' domain only.

When revising submitted meeting papers, participants are strongly encouraged to use the file version posted on the meeting webpage, with document number and NPFC letterhead added by the Secretariat.

If you have any questions regarding meeting preparations, please do not hesitate to contact:

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WEBEX Frequently Asked Questions

1. How do you join a meeting from an email invitation

Open your email invitation and click JOIN or JOIN MEETING. If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app. Enter your name and email address, and click Next. If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next. To use computer for audio (default), use your computer with a headset or speakers. By default, your microphone and camera are turned off. The video and microphone buttons are both red. To join with your video on, click Start video. To join with your microphone on, click Unmute. Click Join Meeting.

OR

From your email application, open the meeting invitation. Select the Meeting URL link to join the meeting. If prompted, sign in with your profile information. If required, enter the meeting password and click JOIN. Once you are placed in the web meeting room, you can join the audio portion of the meeting by:

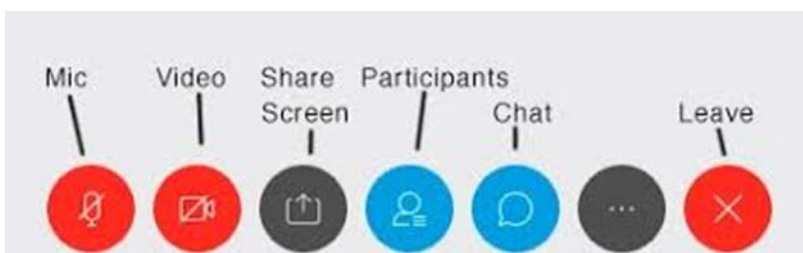
– having the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts.

or

– by dialing the call-in number on the Meeting Info tab, and following the audible prompts.

2. How do you use control bars for the meeting operation

When you entered the meeting site, you will see several features down the screen as below.



The first two red buttons are for microphone and video, respectively. It is suggested that all participants mute themselves during the meeting except for when you are speaking.

3. How do you raise your hand in Webex?

Click on the Raise Hand button which will place a small hand icon next to your name in the participant list. Click on the Lower Hand button to withdraw the request. If there are many raised hands, the moderator will call on participants in the order in which the requests were received.

4. How do I share my screen?

Select Share in the control bar on your screen. Select to share your screen or application from the list of open applications.

To start a whiteboard session, select Share, and New Whiteboard.

To stop screen sharing, select Stop Sharing on the floating bar at the top of the screen.

For more information, visit the Webex Help Center by clicking the link below:

https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_134751