

## GUIDELINES FOR WEBEX MEETINGS PRO

The **1st ESA Ocean Science Cluster Collocation Meeting (29 Nov-2 Dec 2021)** will be hosted on the **WebEx Meetings PRO** platform. For a smoother event flow, we would like to give you some house rules and definitions of roles within the tool.

### TECHNICAL ROLES ON WEBEX MEETINGS PRO

- **Host: Meeting Organiser/Technical Support**, has the full power in managing the meeting, can mute/unmute everyone, can change other attendees' role.
- **Co-host: Moderator/Chairs/Speakers/Presenters**, can mute/unmute themselves, turn the camera on/off, decide who presents and display a presentation.
- **Attendee**: all the **Participants** who are joining in the meeting are attendees, they have the possibility to mute/unmute themselves and type in the chat panel.  
**IMPORTANT**: during the meeting, the Attendees are kindly requested to remain muted and switch off their camera to ensure a smooth session flow.

Please find [HERE](#) some additional technical instructions for the WebEx Platform (how to download the sw, how to set up audio/video, how to connect). WebEx is not recommended for LINUX OS, however it has been recently integrated in the platform. Please consult the on line library for Linux OS @ <https://help.webex.com/en-US/article/9vstcdb/Webex-for-Linux>.

### ROLE OF THE CHAIRS

**Before the meeting**, please prepare a few statements on main scientific challenges and opportunities for future activities regarding your session theme. For sessions with more than one co-chair, feel free to coordinate in order to end-up with a common set of statements. Inputs are required no later than Thursday next week (November 25<sup>th</sup>, EOB).

**During the meeting**, the Organiser/Moderator will introduce the different speakers and conduct the session flow according to the agenda. Chairs are expected to help keep track of the different questions arising in the chat during the session's talks and bring them back to the audience during the discussion slot. Also, during each discussion slot, the Organiser will ask each Chair to introduce the few statements prepared beforehand. Once this has been done the floor will be open for attendees to ask questions, state their views, comment and the chairperson should help chairing the discussions. **IMPORTANT: please join the session 30 minutes prior the scheduled start time**, for connection and troubleshooting.

**Finally, on the last day of the meeting** (Thursday, 2<sup>nd</sup> December) a thirty minutes slot is planned (5' per topic) for each session chair(s) to present a synthesis of the session outcomes.

### Chair enrolment

Theme 1 - Ocean Health : V. Martinez-Vicente, M. Gregoire

Theme 2 - Ocean Extremes : B. Chapron, N. Gruber, R. Santoleri

Theme 3 - Coastal : V. Lafon, M. Passaro

Theme 4 - Ocean Carbon : S. Sathyendranath, J. Shutler, A. Watson

Theme 5 - Upper-Ocean Dynamics : F. Collard, D. Ciani

Theme 6 - The Ocean in the Earth Climate System : M. Ablain

## ROLE OF THE SPEAKERS

- **Join WebEx event 30 minutes before the session start time**
- You will be requested to display your own presentation (as back-up solution, you can send your presentation in pdf or ppt to [envmail@esa.int](mailto:envmail@esa.int). In case of connection problems during the session, a member of the organising committee will display it)
- A 15 minutes slot is allocated for each speaker, which shall include time for answering one burning question and also ensuring a smooth transition to the next speaker. In order to help keeping the overall meeting schedule speakers are therefore recommended to prepare for a 12 minutes presentation. Speakers will be advised by the moderator after 10 minutes that 2 minutes are left.
- Respond to questions from the moderator/chairperson in turn (these come from the chat).

## RULES FOR ATTENDEES

Participants are encouraged to interact during the open discussions (see outline agenda) as follows;

- Write a question: if the participants would like to make a question, they should write it in the chat panel by addressing the question to “everyone” and write @panelist name. The session chair will read the question out loud to the speaker/panelist at the end of the session;
- Make a question: if the participants would like to talk, they are requested to use the “raise hand” option and wait until the chair gives the turn to speak; the participants have to unmute themselves.

## RECORDINGS

This online event will be recorded and the videos can be used for re-watch purposes related to the event. However, at the beginning of the session, we suggest the chair to remind all the invited panelists who should feel uncomfortable being recorded, to keep the video disabled during the entire session.