

GUIDE AND TIPS FOR PARTICIPATION IN CFMC VIRTUAL MEETINGS USING GOTOMEETING MAY 1, 2020

1. **Dress Casual.** Using your camera and video is optional in virtual meetings, but if you use it, dress as if you were at a regular council meeting.
2. **Mute your microphone while entering the meeting and when you are not talking.** This will minimize background noise that may interfere with the meeting. **Tip:** Wait one second after unmuting yourself to start talking and one second before muting yourself again. This gives time to the message to be transmitted completely without interruptions. The organizer will mute any or all microphones, if required by the Chair.
3. **Observe decorum** at all times while addressing the group by voice or chat.
4. **All comments (voice or chat) need prior authorization by the Chair.** Turns to talk will be set by the Chair based on the order of requests received. The Chair may allow “back and forth” discussion by two or more members if warranted, e.g. when discussing a motion. Priority for interventions will be given to members of the CFMC or advisory body at their respective meeting. As an example, in the case of the CFMC, priority will be given to each CFMC member, NOAA GC, and Staff of the CFMC, followed by any Chair of the advisory bodies (SSC, DAPs, EBMFMPTAP, OEAP) as required for the discussion of any particular agenda item. A member of the public could be authorized to speak regarding any agenda item in discussion at the discretion of the Chair.
5. **Talk to the point and try to avoid repetitive statements.** Make your interventions as brief as possible to allow time for other participants to add their thoughts to the discussions. **Time is gold in virtual meetings.**
6. **To ask a turn to speak,** use the chat window and type your name followed by the phrase “Turn to Speak.” **Tip:** In the chat window you can use the *emoji* for “the hand” 🖐️ (you can copy-paste from here) or you can write in your computer software the phrase “[name] Turn to Speak,” then copy it to your clipboard and paste it whenever you need it. This will save time and effort writing in the chat every time you want to talk. For example, write “David, Turn to Speak” and copy-paste it into the chat window.
7. **Additional comments:** After the Chair closes the discussion of a particular agenda item, written comments could be sent by email to the Executive Director (miguel.a.rolon@noaa.gov). If you prefer, you may send it by regular mail to the CFMC Office addressed to the Executive Director at: Caribbean Fishery Management Council, 270 Avenida Munoz Rivera, Oficina 401, San Juan, Puerto Rico 00918.
8. **Tip for Presenters:** If your Power Point presentation contains media files be sure to have *.mp4* and *.gif* files in the same folder as the presentation. Run your presentation before starting the meeting as a test, and double click on videos within Power Point presentations to be sure they are running properly.
9. **A member of the public can have a five-minutes presentation on any agenda item at the end of the day as in regular CFMC meetings. You may send your written statement to the Executive Director at the addresses in 7 above.**