



North Pacific Fisheries Commission

NPFC-2021-SC06-MIP01

## DETAILS FOR THE VIRTUAL MEETINGS OF THE SCIENTIFIC COMMITTEE AND ITS SUBSIDIARY BODIES

7-18 December 2021

This is general information to assist you in your preparations for the meetings. This information package includes:

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

### DATES AND TIME:

The meetings will be held on the following dates:

- SSC on Bottom Fish and Marine Ecosystems – 7-9 December;
- SSC on Pacific Saury – 10-11 and 13-14 December;
- Scientific Committee – 15-18 December.

All meetings will begin at 9am, Tokyo time. The respective time in different time zones of NPFC members is as follows:

15:00 (previous day) – Juneau, USA  
16:00 (previous day) – Nanaimo, Canada  
19:00 (previous day) – New York, USA

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 meeting 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 min 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 15-30 min 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](http://www.npfc.int). Logging in is required to be able to register. The deadline for registration is **1 December 2021**.

**MEETING DOCUMENTS**

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

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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 invite 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:

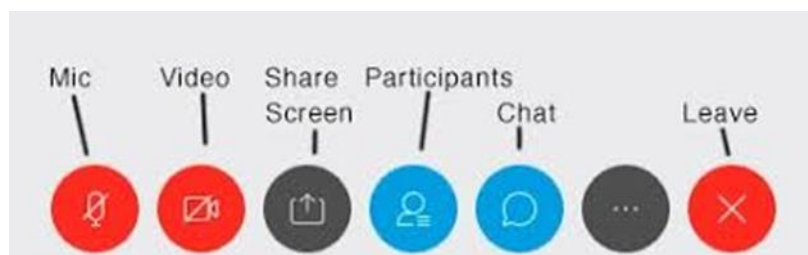
– having the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts.

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