



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

# SPREP 4<sup>th</sup> Executive Board Meeting 4<sup>th</sup> – 6<sup>th</sup> September 2024

Information Note and Guide for Meeting Participants



## Meeting Date

**Wednesday 4<sup>th</sup> to Friday 6<sup>th</sup> September**

**12pm – 5pm**

**SPREP 4<sup>th</sup> Executive  
Board Meeting**

The virtual meeting room for the SPREP 4<sup>th</sup> Executive Board Meeting (4EBM) and associated meetings will open sixty minutes which is 11:00 AM (UTC/GMT +13) in advance of the official start time. All Attendees are requested to join the meeting room at that time to ensure proper connectivity and allow adequate time to address any technical issues or queries.

## Registration and Participation

The 4<sup>th</sup> Executive Board Meeting will be held virtually **via Interactio** (video conference software). Members have been contacted by the Secretariat to confirm their participation in the meeting and to nominate their Head of Delegation and additional Delegates.

## Registration

Registration to attend the meetings is required by completing the Nomination Form which was circulated via SPREP Circular 24/35.

Upon confirmation of participation and receipt of Nomination Forms, Attendees will be registered in the meeting registration system.

## Virtual Meeting Links

Registered Attendees will be provided with a secured link to access the meeting virtual platform. The links for both the test sessions and actual meeting will be provided to Attendees after successful registration upon receipt of their nomination form.

## IT Support

As these are virtual meetings, Members are encouraged to have an IT technician on site to assist with IT related matters including the setting up and testing of the internet connection, the use of the virtual platform prior to the start of the meeting and to troubleshoot any technical issues that may arise during the meetings. The technician will liaise and work closely with the SPREP IT team and the OnCall Team.

## Connectivity tests

The Secretariat will organise connectivity tests on **Monday 26<sup>th</sup>, Wednesday 28<sup>th</sup> and Friday 30<sup>th</sup> August between 12:00pm and 1:00pm Samoa local time**. Members will be required to liaise closely with the Secretariat on this process to ensure the core requirement for successful virtual meetings are properly established. SPREP will be able to provide some assistance to Members to improve their internet capacity for the meetings.

## Translation and interpreting services

OnCall Language Services which has been contracted by the Secretariat will be providing translation and interpreting services.

## Meeting Language

The 4<sup>th</sup> Executive Board Meeting will be conducted in English and French with simultaneous interpretation and translation services provided.

## Dress Code

As usual, formal business/Pacific formal attire is expected for this meeting.

## Meeting outcomes

The summary meeting outcomes will be presented to the 4<sup>th</sup> Executive Board Meeting for endorsement while the full report of the proceedings of the meeting will be circulated to Members within two weeks following the closure of the meeting.

## Contact

For enquiring on the 4<sup>th</sup> Executive Board Meeting, please contact [executivesupport@sprep.org](mailto:executivesupport@sprep.org).

For further information on procedures for participating in the meeting as well as notes on specific Interactio features, please see the Guide for Virtual SPREP 4<sup>th</sup> Executive Board Meeting at the end of this note.

## GUIDE FOR VIRTUAL SPREP 4<sup>th</sup> EXECUTIVE BOARD MEETING

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### Introduction

**This** manual contains essential information needed on the **procedures** the Attendees should use to participate in the virtual meeting. It also provides guidance on how to **connect** and make **full use of the features** on the Interactio platform.

Please read the manual carefully to understand how to operate the main settings necessary to join the meetings, to interact and intervene during meetings, and access documents.

In addition to this manual, SPREP IT Team will hold several sessions prior to the meeting to test connectivity with delegates and to familiarise the delegates with using the platform.

### Main Procedures

**To facilitate the proceedings of the virtual 4<sup>th</sup> Executive Board meeting, the following procedures and points of etiquette will be implemented:**

#### Delegation

- delegates wishing to provide an **intervention** should use the **Raise Hand** feature in Interactio to be added to the speakers list. The Chair will invite delegates to speak in turn.
- For Members wishing to raise a **point of order**, they may do so by entering “Point of order” **as a message in the [chat function](#)** of Interactio.
- Members should indicate **via the [chat function](#) of Interactio** should they wish **to allow their alternates to replace them** for an item. The host will then indicate the change by placing an *asterisk (\*)* next to the Alternate Delegate Member's name.
- In such instances, the Head Delegate should turn off their camera and microphone, and the alternate should turn on their camera and microphone in order to participate. The Head Delegate should communicate their return also via the chat function

#### Naming Convention

All country delegates are required to use the following naming conventions when joining the meeting. You will be requested to fill in these fields when logging into the platform including your organisation (*refer to table of country codes below*).

For Delegates: **Country code (3 letter Abbreviation) + Delegate Name + Organisation**  
e.g. SAM Tama Filemu MFAT

For Agencies/Observers: **CROP/OBS + Participant Name + Organisation**  
e.g. CROP Fou Mai SPREP, OBS Sato Kaino JICA

#### Virtual Test Session and Pre-briefing

- The Secretariat will conduct the virtual tests on **Monday 26<sup>th</sup>, Wednesday 28<sup>th</sup>, and Friday 30<sup>th</sup> August between 12.00pm – 1.00pm (Samoa time)**. At least one official delegate from each

delegation is encouraged to participate in this session. Please refer to Annex 1 for the *Interactio Participant Guide*. The Interactio meeting link for the virtual test will be provided in a Circular and delegates are encouraged to connect in on any of the sessions upon receiving information from the Secretariat.

Delegates must

- complete an internet speed test using one of the following sites and send a screenshot of results to [Conference@oncallinterpreters.com](mailto:Conference@oncallinterpreters.com) and [sprep\\_it@sprep.org](mailto:sprep_it@sprep.org). Preferably this is done prior to joining the virtual test.
  - fast.com
  - speedcheck.org
  - speedtest.net
- join the virtual test from the computer and location they will be using during the actual 4<sup>th</sup> Executive Board Meeting
- connect via an Ethernet cable or a fast reliable mobile connection for internet (NOT sharing a connection with any other delegates)
- have a USB Headset and microphone
- use Google Chrome and with Incognito if you can (The easiest way to open an Incognito/Private window is with the keyboard shortcut combination **Ctrl-Shift-N** (Windows) or **Command-Shift-N** (macOS). Another way is to click on the menu on the upper right – it's the three vertical dots – and select **New Incognito Window** from the list)  
**NOTE:** Other internet browsers may have Private mode which is the equivalent of Incognito mode, in this case keyboard shortcut might be different like **Ctrl-Shift-P** (Windows) or **Command-Shift-P** (macOS).

## Tips & Best Practices

- Stay on mute if you are not speaking.
- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when speaking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

## IT Support

- For Technical support, your designated IT contact will be part of the **SM\_TechSupport - WhatsApp Group** which will consist of SPREP and OnCall IT personnel for troubleshooting connectivity and communicate IT related matters. There is also a helpdesk function on the Interactio platform to assist delegates and participants with IT issues.
- Participants can contact the Secretariat IT team and OnCall IT support for assistance at any time through the two channels:
  1. By **WhatsApp Group**: SM\_TechSupport
  2. By **Interactio platform**: please send a chat message to the host participant called **ICT Support** in the Interactio meeting chat space or the helpdesk support link.

Country Codes (3 letter abbreviations)

<a href="#">American Samoa</a>	ASM
<a href="#">Australia</a>	AUS
<a href="#">Fiji</a>	FJI
<a href="#">France</a>	FRA
<a href="#">French Polynesia</a>	PYF
<a href="#">Guam</a>	GUM
<a href="#">Kiribati</a>	KIR
<a href="#">Marshall Islands</a>	MHL
<a href="#">Micronesia, Federated States of</a>	FSM
<a href="#">Nauru</a>	NRU
<a href="#">New Caledonia</a>	NCL
<a href="#">New Zealand</a>	NZL
<a href="#">Northern Mariana Islands</a>	MNP
<a href="#">Palau</a>	PLW
<a href="#">Papua New Guinea</a>	PNG
<a href="#">Samoa</a>	SAM
<a href="#">Solomon Islands</a>	SLB
<a href="#">Tokelau</a>	TKL
<a href="#">Tonga</a>	TON
<a href="#">Tuvalu</a>	TUV
<a href="#">United Kingdom</a>	GBR
<a href="#">United States of America</a>	USA
<a href="#">Vanuatu</a>	VUT
<a href="#">Wallis and Futuna Islands</a>	WLF

## **Annex 1: Interactio Participant Guide**



# Getting started with Interactio

Experience seamless multilingual communication and collaboration



# Audio & Network recommendations

Follow the recommendations to improve the meeting experience for both participants and interpreters.



## Quality Headphones

Use noise-canceling headphones for the best audio.



## Audio & Video Setup

Review device settings for optimal audio before joining events.



## Quiet Environment

Minimize background noise.



## Clear speech

Speak individually, pause regularly to aid interpreters.



## Camera

Turn on the camera to facilitate better interpretation of your speech.



## Computer

Join from a computer for a better meeting experience.





# Access the meeting

There are three ways to access Interactio meeting

## 1. Using a link

Open the meeting link you have received or open the Interactio [Login page](#), click **"Join with a meeting code or link"**, and paste the meeting link.

## 2. Using a meeting code

Open the Interactio [Login page](#), click **"Join with a meeting code or link"**, and enter the meeting code.

## 3. Logging in to your account

Open the Interactio [Login page](#), enter your details and click **"Log in"**.

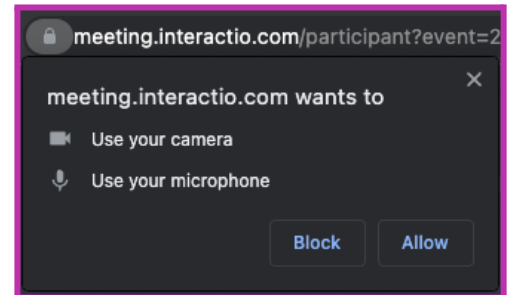
### **Don't have an Interactio account yet?**

Please follow the instructions in the meeting invitation email you received.  
The sender of this email is Interactio (noreply@interactio.io).



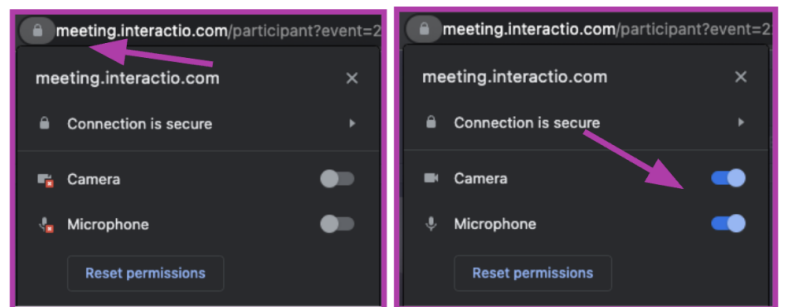
# Allow Interactio to access your devices

On your first Interactio meeting, a browser will ask to access your camera and microphone. Click **"Allow"** to make sure you can be seen and heard during the meeting.



Did you accidentally hit **"Block,"** or can't seem to unmute during the meeting?

Click on the padlock icon beside the URL in your Chrome browser. Switch on access and reload the page.

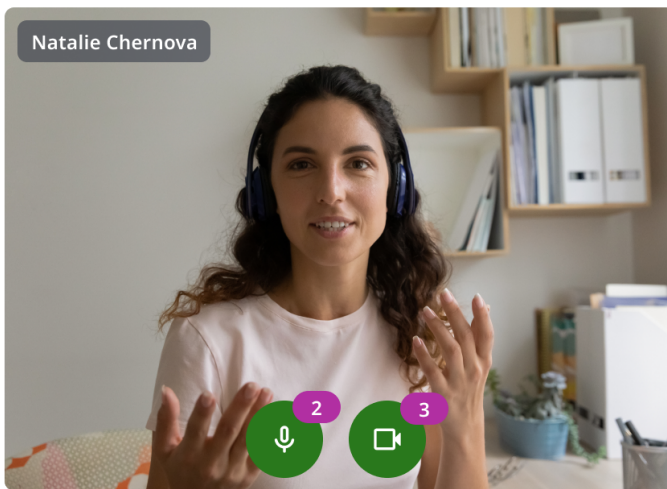




# Join the meeting

After you enter your details and allow Interactio to access your audio/video devices, you will be directed to select your devices.

## International conference 2022 1



### Microphone 4

🔊 Default - External Microphone (Built-in) ▼

### Speakers 5

🔊 Built-in speakers ▼ Test 6

### Camera 7



📹 Built-in camera ▼

### Background 8

🖼️ None ▼

Join meeting 9

## 1. Meeting Title

-  Adjust your microphone:
  - **Green:** Your microphone is on.
  - **Red:** Your microphone is muted.
-  Set your camera's behavior:
  - **Green:** Your camera is on.
  - **Red:** Your camera is off.

**Note:** This button is effective only when joining with an **“Open microphone”** invitation.

- 4. Microphone:** Select your microphone device
- 5. Speakers:** Select your incoming audio device.



***Note:** Please avoid using default devices; select better-suited audio devices.*

6. **Test:** Test your selected speakers.
7. **Camera:** Select your camera device.
8. **Background:** Select your background.
9. **Join meeting:** Click to join the meeting.

***Note:** depending on the meeting set-up you might be directed to the waiting room. You will wait there until the moderator lets you in the meeting.*



# Participant Console

## Features Overview



**Note:** Depending on how the organizer set up the meeting, you might be seeing fewer functions or buttons than you see here.

### 1. Meeting Title

2. **Leave:** Click to exit the meeting.

3. **Interpretation:** Select the language you want to listen to.

**Note:** Depending on your meeting set-up you might need to mute your microphone in order to hear the interpretation.

4. **Captions:** Activate captions for your selected language.

**Note:** In case you want to see captions of a different language, just press the language selection button at the upper right corner of the captions window.



**5. Raise Hand:** Click to notify you would like to speak.


**6. Microphone:** Control your microphone:

- **Green:** Your microphone is on.
- **Red:** Your microphone is muted.
- **Grey:** Your microphone is disabled and can only be activated by the moderator.

***Note:** if your meeting is moderated and your microphone is disabled, you will need to raise your hand to speak. Once permitted, you will see your microphone turn red. Click to activate your microphone and start speaking.*

**7. Camera:** Control your camera:

- **Green:** Your camera is on.  
**Note:** you won't be visible to other participants until you start speaking.
- **Red:** Your camera is off.
- **Grey:** Your camera is disabled. By moderator or by browser settings.

***Note:** Speaking mode () Microphone and camera will turn on at the same time when you activate the button. You will be visible to others.*

**8. Screen Sharing:** Share your screen.

- Three sharing options are available: "Browser Tab" (cursor and some pop-ups hidden), "App Window" (app must be active and unminimized), and "Entire Screen" (shows everything).

**9. Settings:** Set your preferences for audio, video, and general items.

**10. Attendee list:** See a list of everyone participating in the meeting.

**11. Chat:** See all available meeting chats. You can also select an individual participant to initiate a private conversation.

**12. Add-ons:** Additional features selected by the meeting organizer:

- **Files:** Share, upload, and delete files.
- **Polls:** Participate in polls.
- **Multimedia:** Share and play video files with audio to the meeting participants.



## Video Component:

**13. Speaker indicator:** Blue frame shows who is currently speaking.

**14. Participant name:** Name of the participant.

**15. Video layouts:** Choose from four video layouts:

- "Active Speaker" highlights the current talker,
- "Pinned View" enlarges a moderator-selected participant,
- "Gallery View" displays everyone in equal-sized slots,
- "Presentation Mode" activates automatically during screen sharing,
- "Full screen" activates full-screen mode.

# Support and Shortcuts

## Report an issue

Report the problems you have experienced using our product. In case you need immediate assistance, contact the meeting moderator.

## Keyboard shortcuts:

- **Shift + H** - to raise the hand.
- **Shift + M** - to activate and deactivate the microphone.
- **Shift + C** - to activate and deactivate the camera.
- **Shift + L** - to switch between the video viewing modes.