

## CIRCULAR

**FILE:** MTG 1/15  
**DATE:** 21 August 2024  
**CIRCULAR:** 24/58

**TO:** Members of the 4<sup>th</sup> Executive Board Meeting 2024:  
**France, Palau, Samoa, Solomon Islands, Tokelau, United States**  
**Troika: Tonga, Tuvalu, United Kingdom**

**Subject: Virtual Test run for the 4<sup>th</sup> Executive Board Meeting**

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Dear Executive Board Members,

Further to Circular 24/48 of 12 July 2024, please find below links to the virtual test run on Monday 26<sup>th</sup>, Wednesday 28<sup>th</sup> and Friday 30<sup>th</sup> August 2024, Samoa local time.

Connectivity Test for Participants Interactio Link– 26<sup>th</sup>, 28<sup>th</sup>, and 30<sup>th</sup> August, 12pm – 1:00pm

**Monday, 26 August (12:00 pm – 1.00 pm Samoa Time)**

Please use this link to connect to the meeting:

Join Interactio Meeting <https://meeting.interactio.com/cb5m-an69-lzt3>

**Wednesday, 28 August (12:00 pm – 1.00 pm Samoa Time)**

Please use this link to connect to the meeting:

Join Interactio Meeting <https://meeting.interactio.com/cb5m-an69-lzt3>

**Friday, 30 August (12:00 pm – 1.00 pm Samoa Time)**

Please use this link to connect to the meeting:

Join Interactio Meeting <https://meeting.interactio.com/cb5m-an69-lzt3>

To facilitate the test run, we highly recommend the following:

- join the virtual test from the computer and location you will be using during the actual SPREP Meeting.
- connect via a fast reliable mobile connection for internet (NOT sharing a connection with any other participants)
- 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
- use a Headset with built-in microphone or a video conferencing unit in a quiet space to avoid background noise
- Delegates are encouraged to connect via any of the three sessions above to confirm connectivity and accessibility to the Interactio meeting platform as well as a good opportunity to familiarize with the platform

Please also find attached the Information Note and Virtual Meeting Guide outlining important information for the upcoming 4<sup>th</sup> Executive Board meeting.

Following the Virtual test run, we will email you separate links for the Executive Board meeting days 4 – 6 September 2024.

Please contact Christian Slaven on [christians@sprep.org](mailto:christians@sprep.org) and copy [apiseta@sprep.org](mailto:apiseta@sprep.org) for assistance.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'ECS', is positioned above the typed name.

Easter Chu Shing  
**Acting Director General**

ECS/CS/ae