CSIRO
Australia's National Science Agency

Australian Government
Geoscience Australia
Bureau of Meteorology

CEOS
Committee on Earth Observation Satellites

Hybrid Meeting Protocols
2026 CEOS Plenary, 3-5 November 2026

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Purpose of this Guide

This guide provides connection details, technical guidance, presentation instructions, meeting conventions and other relevant information for delegates participating in the 2026 CEOS Plenary, either in person or remotely (virtually).

All participants should review the connection and meeting protocol sections before the Plenary.

Presenters should also review the document submission and presentation requirements.

The 2026 CEOS Plenary will run from 3–5 November 2026. Side meetings will be held on 3 November, followed by the main Plenary event on 4–5 November.

Documents and Presentations

You can access the latest agenda, presentations, and other documents at the links provided.

Presentation Submission and Document Due Dates

Please send all documents and presentations to: matt@symbios.space

- **Documents for endorsement** should be submitted by **20 October 2026**
- **Documents for information** should be submitted by **27 October 2026**
- **Presentations** should be submitted by **27 October 2026**
- The presentation template is available here

Important Note: Presentations that incorporate **embedded video** should be flagged and submitted to the CEOS Chair Team by 27 October to enable video files to undergo AV testing.

Technical Support

If you need assistance in relation to your presentation, please contact Matt Steventon from Symbios, at least 30 minutes before the scheduled start time: matt@symbios.space

Session / Date	Participant Type	Support Required	Contact
Side Meetings (3 November)	Virtual / Remote participants	Assistance with Webex, Wi-Fi, or other technical issues	Aiden Wright Email: aw.crewhobrp@gmail.com Mobile: +61 448 331 892
Plenary Sessions (4 & 5 November)	Virtual / Remote participants	Assistance with Webex, Wi-Fi, or other technical issues	**Dylan Lockley** Email: dlockley@scenechange.com.au
Plenary Sessions (4 & 5 November)	In-person participants	Any technical assistance within the meeting room	Contact a member of the Scene Change Audio Visual team in the room

Remote Participation

Webex Connection Details

The 2026 CEOS Plenary will be held as a hybrid meeting, allowing attendance in person and remotely via Webex.

Side meeting remote attendance will be at the discretion of side meeting organisers. The connection links are listed below.

Please Note: Connecting via the web link is strongly encouraged.

Meeting / Room	Teleconference Details
Side Meeting: Harbour View 2 *November 3*	Meeting link: https://ceos.my.webex.com/meet/ceoswebex1 Meeting number: 2554 498 5768 Join by phone: +1-650-479-3208 (United States Toll) Access code: 2554 498 5768 Global call-in numbers here.
Side Meeting: Grand Ballroom *November 3*	Meeting link: https://ceos.my.webex.com/meet/ceoswebex2 Meeting number: 2557 764 5029 Join by phone: +1-650-479-3208 (United States Toll) Access code: 2557 764 5029 Global call-in numbers here.
CEOS Plenary Day 1 and 2 *November 4 & 5*	Meeting link: https://ceos.my.webex.com/meet/ceoswebex1 Meeting number: 2554 498 5768 Join by phone: +1-650-479-3208 (United States Toll) Access code: 2554 498 5768 Global call-in numbers here.

Connecting to the Plenary Meeting

Please connect to the meeting **at least 15 minutes beforehand** so that any technical issues can be identified and resolved. Over the course of the Plenary, each session will be approximately 90 minutes, separated by morning tea, lunch, and afternoon tea breaks.

Participants should check the latest agenda to confirm the start and finish times of each session.

The meeting times in the agenda are in Australian Eastern Daylight Time (UTC+11). The table below indicates the time zone difference between key locations and Hobart (Australian Eastern Daylight Time, UTC+11).

Hobart	Los Angeles	Washington D.C.	London	Rome	Ahmedabad	Tokyo
09:00	14:00 –1 day	17:00 –1 day	22:00 –1 day	23:00 –1 day	03:30	07:00

Step 1: Open the Meeting

1. Use the relevant meeting link from the table above and click the **Join Meeting** button.
    a. If prompted, please enter the meeting number from the table above.
2. A new tab will open in your web browser.
3. You will be provided with two options: **Join from your browser** or **Open Webex Application**.
    a. *If you are pressed for time:* Choose **Join from your browser** (no installation required).
    b. *If you have adequate time and computer permissions:* Choose **Download/Open the application** for the best video quality. Note: You may already have Webex installed on your computer.

Step 3: Enter Your Information

Enter your **Name** and **Organisation** in the format (Agency) Name, e.g. "(GA) Joan Smith".

- Your name is how you will appear to others in the meeting.
- Click **Next** to proceed.

Step 4: Select Audio and Video settings

Audio: All participants should join the meeting with their microphone muted. Should you accidentally unmute yourself, please click the microphone icon to turn your sound off.

- **Video: All participants should join the meeting with their camera turned off.** Click the camera icon to turn your webcam off. We recommend that you turn your camera **on** when presenting or talking.
- **Test:** Make sure your speaker and microphone dropdown menus show the correct headset or computer speakers you want to use. **We recommend using individual headsets to participate in the meeting** to ensure minimal disruption from background noise

Step 5: Enter the Meeting

Click the green **Join Meeting** button on your screen. You are now in the meeting!

Technology

Video

Remote participants should keep their camera turned off unless they are presenting, intervening, or in an instance where they have been invited by the Chair Team to turn on their camera.

In-person participants who also choose to connect via Webex may turn on their camera while delivering their presentation subject to available bandwidth and the Chair Team's advice. At all other times, in-room participants should ensure that their camera remains turned off.

Audio

All Webex participants should be muted on entry by default.

Remote presenters should unmute their microphone when presenting or if invited by the Chair. In-person participants who also choose to connect via Webex should remain on mute at all times.

Note: If a speaker or presenter experiences significant audio quality difficulties, the CEOS Chair Team may temporarily mute their microphone, so that the meeting can continue.

Quick Troubleshooting Tip for Audio Quality: If you are unable to hear audio, please check your computer's physical volume buttons or click the arrow next to your mute button in Webex to make sure the correct audio mode has been selected.

Meeting Protocols

Tour de Table

The Plenary meeting will begin with a "Tour de Table" for the identification of participants. This is important for building the atmosphere of the meeting and for administrative and meeting record purposes.

1. The CEOS Chair Team will identify each participating CEOS Agency by name and will invite the Head of Delegation to introduce themselves.
2. The Principal or other Head of Delegation will identify themselves and then choose to use one of the following methods to manage introductions for their Agency:
    a. Refer to a written list of Agency attendees that was provided in advance to the CEOS Chair Team.
    b. Introduce participants from their Agency (including remote participants), noting any CEOS Leadership roles that they occupy (e.g. Virtual Constellation Co-Lead, Working Group Chair, etc.).

The CEOS Chair Team will follow alphabetical order in passing to registered CEOS Agencies.

CEOS Agencies are asked to coordinate internally **in advance** to ensure a timely introduction of their participants on Day 1 of the Plenary and to ensure introductions are brief.

Note: Virtual participants joining after Day 1 or after the Plenary has commenced, can introduce themselves using Webex chat.

Session Management and Timekeeping

Session management is the responsibility of the CEOS Chair and/or identified Moderators. The Chair will maintain strict oversight of the Plenary agenda and timekeeping.

To maximise discussion time and maintain the agenda schedule, the CEOS Chair or Moderator may occasionally need to interrupt presentations to keep the session on track.

An audio cue will be played to remind the presenter when there are two minutes remaining and then again when their time is over. Once the allocated time has concluded, and subject to the CEOS Chair or Moderator's discretion, the presenter may be given a few additional seconds to conclude their remarks.

Making Interventions

Principals and other Heads of Delegation are asked to coordinate interventions within their team.

The CEOS Chair Team will typically call on participants who wish to make interventions in the order in which hands are raised and will aim to let anyone intervene should time permit.

The following process will be used to schedule and facilitate interventions:

1. Participants will indicate their desire to intervene on a topic by:
    - *In room*: Turning their name placard to the vertical position.
    - *Virtual*: Raise hand function on the Webex control panel.
2. The CEOS Chair and/or Moderator will then invite participants to intervene and make their comments when time permits.

Submitting Comments via Webex

Participants are welcome to submit constructive comments and questions via the Webex chat during the meeting, particularly when time constraints limit verbal discussion.
The Chair team will monitor the Webex chat and will inform the Chair of comments or queries that have been expressed, as well as monitor hands raised.

Important notes on comments:

- If a commenter wishes to have a particular decision/action formally adopted by the meeting, they must request to intervene, state their proposal, and allow the CEOS Chair Team or Moderator to ask the meeting to consider the proposal.
- Not all comments will be part of the formal record of the meeting. If the person expressing a comment, or the actual commenter, has a specific wish for a particular comment to be included in the record of meeting, they should make this explicit in the chat or, if necessary, through an intervention.

The CEOS Chair Team or Moderator may also wish to highlight some of these comments by reading them out to Plenary participants. They may also wish to call upon the commenter to intervene, so participants should be ready to 'unmute' in this scenario.

Participation Method	**In-Person Participants**	**Remote Participants**
Making an Intervention	Raise your name placard and speak when called by the Chair.	Use the "Raise Hand" function and contribute when invited by the Chair
When time is limited	Any unresolved comments may be provided to the Secretariat after the meeting.	Participants are especially encouraged to submit constructive comments and questions via Webex chat
Technical considerations	Please turn off your camera if not presenting.	Please keep your microphone muted and camera off when not speaking and ensure your display name is clearly identifiable.

Presentations

The following process will be used to facilitate presentations:

1. The CEOS Chair or Moderator will introduce the Presenter and their presentation.
2. The meeting managers will display the presentation for all Presenters.

- For remote or virtual Presenters, the meeting managers will perform the process of advancing slides, prompting 'next slide please' to assist meeting managers in facilitating this process.
- For 'in-room' Presenters, a Slide Remote Controller or 'Clicker' will be provided to them prior to the commencement of their presentation, to manually advance slides on their own accord.

3. The Presenter will unmute their microphone and turn on their own camera, prior to delivering their presentation.
    - Remote presenters will use the microphone on their own device.
    - In-room presenters will use the tabletop or roving microphones.
4. At the conclusion of their presentation, the Presenter:
    - Will mute their microphone but will be ready to unmute, if requested to intervene, at the request of the CEOS Chair or Moderator to address any questions or comments, as raised by CEOS delegates.
    - Must remain ready to contribute as necessary, including returning to previous slides.

Step	**In-Person Presenters**	**Remote Presenters**
1. Introduction	The CEOS Chair or Moderator will introduce the presenter and their presentation.	
2. Presentation Display & Slide Control	Meeting managers will display the presentation. A Slide Remote Controller or 'Clicker' will be provided prior to the session, allowing presenters to advance slides themselves.	Meeting managers will display and advance presentation slides. Presenters should verbally indicate when they wish to move to the next slide (e.g. "next slide, please").
3. Audio & Video Setup	Use the conference room's tabletop or roving microphones. If connected to Webex on a personal device, keep the device microphone and speakers muted to avoid audio feedback or echo.	Prior to presenting, unmute the microphone on your device and turn on your camera.
4. During the Presentation	Deliver the presentation using the room AV system and microphones.	Deliver the presentation using your device microphone and camera, letting the meeting managers advancing the slides.
5. At the Conclusion of the Presentation	Remain available to respond to questions or comments using the room microphone system.	Mute your microphone when not speaking and remain available to respond to questions or comments.
6. Discussion Period	Be prepared to contribute to the discussion, provide clarification, and return to previous slides if invited to intervene by the CEOS Chair or Moderator.	

Closing

The CEOS Chair will decide when to close the meeting. Unless there is a compelling reason, this will be at the scheduled stop time.

Meeting Recording

The meeting will be recorded. The recordings will only be used to enable the CEOS Chair Team and their contractors to prepare meeting minutes.