Meeting Protocols and Technical Guidance
For the 2020 CEOS SIT Technical Workshop Virtual-Only Meeting

http://ceos.org/meetings/2020-sit-technical-workshop/

Contents

Introduction

The 2020 CEOS Technical Workshop will be held fully virtually in a series of sessions scheduled between dates 8-17 September inclusive. The Technical Workshop will comprise:

- An opening session to kick off the Workshop;
- A series of 'focus sessions', most of which are structured to support preparation of specific items for Plenary;
- A closing session, to resolve any final issues needing cross-community discussion, and ensure business is ready for Plenary.

Some of the protocols differ between the more formal opening and closing sessions, and the more informal 'focus sessions'. This is intended to balance the desire for a more informal 'workshop' approach typical of a Technical Workshop with the need for some formality to ensure key items of business are concluded ready for Plenary.

Registration

Registration is voluntary but encouraged. Updates and communications will be sent to the list of registered attendees.

Please register at the following URL: https://ceosdotorg.wufoo.com/forms/p111z33s1xad332/

Technology

Tools

- **GoToMeeting (GTM)** will be the primary tool used for the meeting.
  - Participants will view presentations, make verbal interventions, and hear the verbal interventions of other participants through GTM.
  - In addition, the GoToMeeting 'chat' feature will be used to support text comments during the 'focus sessions'.

    GoToMeeting connection details are provided below.

- **WebEx** will be the backup tool used for the meeting should GTM fail. WebEx connection details are provided below.
- **Sli.do** will be used to enable participants to request interventions and make comments during:
  - The opening session.
  - The closing session.

    Note: All participants should monitor sli.do throughout these sessions. Details are provided below.

We will **not** use both GTM and WebEx at the same time. It will be one or the other. GTM will be used unless there is a major technical fault, in which case all users will switch to WebEx.

Should there be a major issue with GTM, we will advise participants that it will be necessary to switch. This advice will be provided in the call (if possible) as well as via a group email to registrants.

Session Limits

The tools do not seem to have any inherent 'session limits', and users should not need to 'reconnect' during each day's sessions.

However, individual users may find that their own systems (e.g. their telephone carriers) impose limits on how long they can remain on a single call. If this should occur, simply redial or reconnect. If you continue having trouble please use the technical support channels identified below.

Technology Support

Technical support will be available during the meeting, and for an hour before scheduled start time, using the dedicated sli.do channel **#sit-tw-2020-tech**

The SIT Chair Team will do their best to help you resolve any issues, but please bear in mind that diagnosing technical issues that may be at your end, or that may involve third party software or network providers, may simply not be possible and the meeting will need to proceed.

Video and Cameras

Opening and closing sessions	'Focus sessions'
Video will **NOT be used in these sessions** as high attendance is expected. Please **do not** share your camera in these sessions.	Video **will be available during these sessions** as a more targeted attendance is expected. It is a matter of personal choice as to whether a particular individual wishes to share their video. The session chairs will have the option of disabling video in case of technical issues.

Audio Controls and Quality

Opening and closing sessions	'Focus sessions'
All participants, excluding the SIT Co-Chairs, will be muted by default. The presenter for any given item will remain unmuted during that item. All participants should stay muted unless invited to intervene or present by the SIT Co-Chairs or presenter, in accordance with the below protocols.	All participants, except the session chairs, will be muted by default. Participants can unmute themselves to intervene, using their judgement as to when is an appropriate time to do so. The session chairs may call on people to mute if necessary.

We recommend using individual headsets to participate in the meeting. This will provide you, and other participants, with the clearest voice quality and the least noise. If this is not possible, please check your phone setup to ensure minimal disruption from other attendees.

Note: if a speaker or presenter becomes completely unintelligible or experiences major degradation of sound quality, they will be immediately muted by the SIT Chair Team, and the meeting will move on. The speaker or presenter should then seek technical assistance as above.

Note: if the line is noisy during the call, all callers will be muted by the SIT Chair Team. Internet callers will be able to unmute using the software interface. Phone callers will be able to unmute using *6. All callers are asked to mute their lines if they are not speaking.

Documents and Presentations

Access

You can access the latest agenda, presentations and documents, on the meeting website:

http://ceos.org/meetings/2020-sit-technical-workshop/

Due Dates

Due dates for files are as follows:

- Documents: no later than Tuesday August 25th
- Presentations: no later than Tuesday September 1st

Submission Process

For SIT Technical Workshop 2020, the SIT Chair Team would also use the same 'self-service' approach to presentation submission as we used for SIT-35. This has the benefit of avoiding issues related to versioning – allowing presenters to edit their files as many times as they like right up until they are presented.

We encourage you to:

1. Access the shared Google Drive folder here. **You will need to be logged in to edit – so please click this link now and request access from your chosen Google account.**
2. Once you have edit access, right-click the 'TEMPLATE' and make a copy for your presentation.
3. Rename the new file using the following naming convention: *1.5_Surname_Title*
4. Edit your presentation.
5. No need for anything else – as long as the presentation is in this folder, the SIT Chair Team and session leads will have it!

If the above is not possible, PPTs and documents can be submitted when ready to the SIT Chair Team <matthew@symbioscomms.com> and <george@symbioscomms.com>. PPT templates are available from Matthew <matthew@symbioscomms.com>.

Contacts

Contact Matthew Steventon <matthew@symbioscomms.com> with any specific questions.

Meeting Protocols

Connecting

The session start times are defined in the agenda. The sessions will start **sharp** at the identified start times.

Please connect to a session **at least 15 minutes beforehand** so that any technical issues (on your side or the organiser's side) can be identified and resolved, through the technical support channels described elsewhere in this document.

When **joining part-way through a day** (e.g. joining the second 'focus session' of the day) please ensure you join in a way that is respectful to the business already underway, e.g. mute.

Introductions

One of the first items of business in each session each will be for participants to identify themselves. This is important to building the atmosphere of the meeting, as well as being important for administrative purposes.

Opening and closing sessions	'Focus sessions'

1. The SIT Co-Chair will identify a participating CEOS Agency by name, and invite the Principal or head of delegation to introduce themselves.
 2. The Principal or head of delegation will identify themselves.
 3. Option 1:
    a. Other participants from that agency will introduce themselves, noting any CEOS Leadership roles they occupy (e.g. Virtual Constellation Co-Lead, Working Group Chair, etc).
 4. Option 2:
    a. The Principal or head of delegation will identify their other attendees, potentially referring to a written list of attendees circulated in advance.
 5. The Principal or head of delegation will indicate that introductions for their Agency are complete.
 	
 The SIT Co-Chairs will follow alphabetical order in passing to registered CEOS Agencies. Once all registered CEOS Agencies have had an opportunity to introduce themselves, there will be a final call for any other introductions.
 	
 In cases where the Principal or head of delegation does not flag their Agency's introductions as being complete, once there is a 6 second gap in introductions from an Agency, the SIT Co-Chairs will move to the next Agency.
	At the discretion of the session leads.
	
	 Typically:
	 1. The session leads will introduce themselves;
	 2. The SIT Co-Chairs and SIT Chair Team representatives will introduce themselves;
	 3. This will be followed by an informal open mike 'tour de table' with the option for attendees to introduce themselves in the chat window.

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Participants joining after a session has started may also introduce themselves through a text comment on the sli.do channel.	

Session Management

Primary responsibility for the management of every session will rest with the session leads, with technical support provided by the SIT Chair Team.

Intervening

The process for managing interventions will differ between the opening/closing sessions and the 'focus sessions'.

Opening and closing sessions	'Focus sessions'

The SIT Co-Chairs wish to ensure that anyone who wishes to intervene can do so (time permitting). A smooth process will ensure the maximum number of people get the chance to intervene, with less 'talking across' and 'interrupting' as people attempt to intervene.
 	
The following process will be used to schedule and facilitate interventions:
1. Participants will indicate their desire to intervene on a topic by submitting a message on the dedicated sli.do channel. Messages should ideally be of the format:
   • "<x> from <y> wishes to intervene on topic <z>"
   • E.g "The Principal from CSIRO wishes to intervene on SDGs"
   • E.g. "Chair of WGCapD (NASA) wishes to intervene on Ocean VCs topic"
2. The SIT Chair Team will monitor sli.do and advise the SIT Co-Chairs of who wishes to speak.
3. The SIT Co-Chairs will call on participants to intervene, in the order they determine.
   a. Typically, the floor will be given first to CEOS Agencies and then Working Teams, but this will vary depending on the topic and the discussion.
4. Intervening participants will immediately un-mute and make their intervention as efficiently as possible.
5. At the conclusion of interventions for a particular item, or if time runs out, the SIT Co-Chairs will provide a wrap-up and (if relevant) summarise the way forward.
 	
Individual interventions will, preferably, be no longer than 30-45 second, and ideally shorter.
	At the discretion of the session leads.
	
	Participants can unmute themselves to intervene, using their judgement as to when is an appropriate time to do so.
	
	Participants may also intervene by providing text comments in the chat window.

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Commenting

It is also perfectly appropriate to submit a comment for noting, via sli.do or the chat window as appropriate to the sessions, without requesting the floor to intervene. Such comments will be visible to other attendees, and may inform their thinking.

The session leads may also wish to highlight some of these comments by reading them out to the participants. They may also wish to call on the commenter to intervene; all participants should be ready to 'unmute' in this scenario.

Agencies are encouraged to coordinate interventions within their team, particularly for the opening and closing sessions.

Presenting

Presentations must be provided in advance of the sessions, in accordance with the instructions provided above. This will enable participants to download a copy to pre-read, as well as enabling them to follow-along on their local systems should they wish to do so.

The following process will be used to facilitate presentations:

1. The session lead will introduce the presenter and their presentation.
2. The SIT Chair Team will nominate the presenter as having control of the display in GoToMeeting/Zoom.
3. The presenter will accept the presenter role, and unmute their microphone.
4. The presenter will deliver their presentation. They will be responsible for advancing slides.
5. Once the presentation is concluded, you:
   o Will mute, but be ready to unmute to intervene at the request of the session leads.
   o Must remain ready to contribute as necessary, including returning the display to previous slides.
6. The session lead will release the presenter.

Tips for presenters:

- You can share a single application (such as PowerPoint) rather than your whole screen.
- If you wish to share google slides you may wish to use a browser such as Chrome. Issues have been noted with using Safari. This does not apply to sharing MS PowerPoint.

Note: Should you absolutely need the SIT Chair Team to advance the presentation for you (with you saying "next slide please"), let us know well in advance.

Timekeeping

Due to the very tight time constraints of the sessions:

- within a given session, the session chairs will the methods they deem appropriate to ensure sessions keep to time; and,
- due to the fact that different sessions will run back-to-back, the SIT Chair Team will enforce a hard close once the allocated time for a session has concluded. The SIT Chair Team will, if necessary, advise session chairs when there is 'five minutes to go'.

Actions and Decisions

A "Google Doc" will be used to capture session outcomes/recommendations and summarise items/issues requiring follow-up at the closing session.

The document will be editable by the session leads and 'read only' for others.

Please monitor this document as the meeting progresses, identifying any necessary edits and corrections to the SIT Chair Team. This will ensure that the session can focus on matters requiring attention to ensure readiness for Plenary.

The document is available at this link.

Breaks

On each day there will be a scheduled 15-20 minute break for all participants. A single break has been proposed to minimise disruption that may be caused from multiple smaller breaks.

Individual participants may, of course, elect to take additional breaks but are asked to undertake these in a way that is not disruptive to other participants (e.g. ensure you turn your video off and are muted before leaving, and do not re-introduce yourself on your return).

Closing

The session leads will have discretion to close sessions early if the business has been concluded. If one session finishes early, the following session will **not** commence until the scheduled start time.

Call Recording

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

Questions

Should you have any questions on protocol **in advance of the meeting,** please contact the SIT Chair Team as follows: internal-sit-chair-2020-2021@googlegroups.com

Connection Details

Names

Please enter your name on GoToMeeting, Zoom and sli.do using the following format:
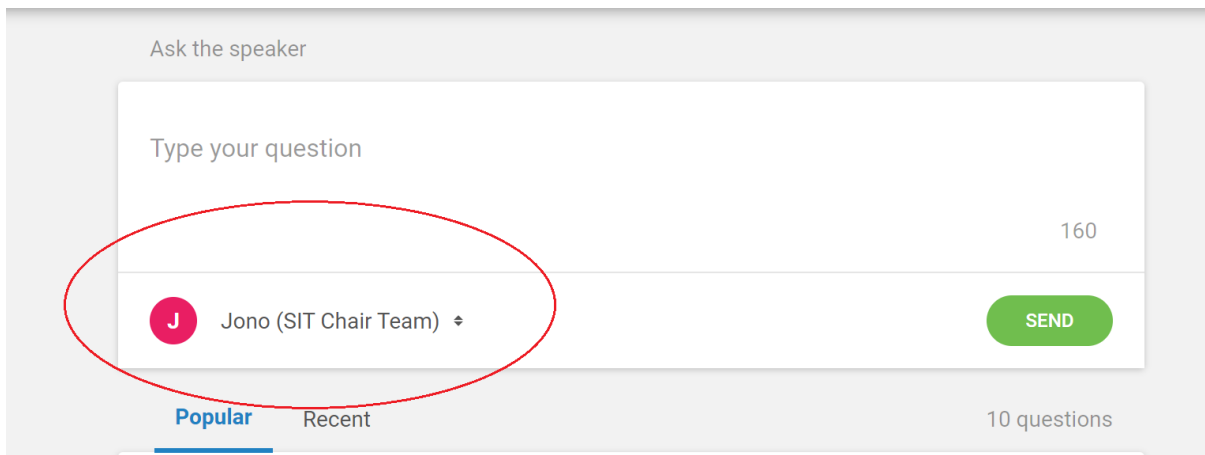
"<Agency/Role>: Name"

For example:

- GA: Eloise Jones
- WGCapD: Fred Smith
- SIT Co-Chair: Adam Lewis

Sli.do Details

The following screenshot shows how to set your name on sli.do. If you do not do this you will show up as 'Anonymous' and it will be very confusing.

For non-tech support items (comments, interventions):

- Join at **www.slido.com** with the event code: **#sit-tw-2020**

For technical support questions:

- Join at **www.slido.com** with the event code: **#sit-tw-2020-tech**

Connection Details

Contact SIT Chair Team – connection details removed from the web version of the protocols.