Meeting Protocols and Technical Guidance
For the CEOS SIT-35 Virtual-Only Meeting

Contents

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. GoToMeeting connection details are provided below.
- **Zoom** will be the backup tool used for the meeting should GTM fail. Zoom connection details are provided below.
- **Sli.do** will be used to enable participants to request interventions and make comments. All participants should monitor sli.do throughout the meeting. Details are provided below.

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 session.

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 Testing

We encourage all those intended to participate to join us for a '**technology testing**' session, so you can feel confident your apps are installed correctly and any network/audio connectivity issues have been flushed out.

The technology testing session will be:

Date	US East	Rome	Delhi	Tokyo	Australia
17 Mar	07:00 – 07:30	12:00 – 12:30	16:30 – 17:00	20:00 – 20:30	22:00 – 22:30

The testing will include GoToMeeting, Zoom and sli.do. You can join at any time during the half-hour window. Use the details 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-35-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

To keep bandwidth requirements low, video will **not be used**.

Please **do not** share your camera.

Audio - Controls and Quality

All participants, excluding the SIT Co-Chairs, will be muted by default. The Topic Lead for any given session will remain unmuted during that session.

All participants should stay muted unless invited to intervene or present by the SIT Co-Chairs or Topic Lead, in accordance with the below protocols.

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 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/sit-35/

Due Dates

Due dates for files are as follows:

- Documents for endorsement (via email please): no later than Wednesday March 11th
- Presentations: no later than Wednesday March 18th

Submission Process

PPTs can be submitted when ready to the SIT Chair Team <matthew@symbioscomms.com> and <george@symbioscomms.com> along with any documents for endorsement.

The template is available on the meeting website: http://ceos.org/meetings/sit-35/

For SIT-35 the SIT Chair Team would also like to trial a 'self-service' approach to presentation submission. 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.

If you would like to try this new approach:

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, we have it!

Contacts

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

Meeting Protocols

Connecting

Please connect to the meeting **at least 15 minutes beforehand** so that any technical issues (on your side or the organiser's side) can be identified and resolved.

The session start times are as follows:

Date	US East	Rome	Delhi	Tokyo	Australia
25 Mar	07:00 – 11:00	12:00 – 16:00	16:30 – 20:30	20:00 – 24:00	22:00 – 02:00 (+1)
26 Mar	07:00 – 11:00	12:00 – 16:00	16:30 – 20:30	20:00 – 24:00	22:00 – 02:00 (+1)

The meeting will start **sharp** at the identified start times.

Introductions

One of the first items of business 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. The following procedure will be used to ensure this is an orderly and efficient process:

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. 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. 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.

It is expected that CEOS Agencies will coordinate internally to ensure a smooth ordering of introductions, as not all staff from a single Agency will necessarily be in the same room. 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.

There will be a brief segment in the five minutes prior to the start of Day 2 for anyone not present on Day 1 to introduce themselves.

Participants joining after a day 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 SIT Co-Chairs, supported by the SIT Chair Team. The SIT Co-Chairs will call on presenters and select interventions. Only those invited to intervene or present should unmute and speak.

Each session will also have an identified Topic Lead (which may be a SIT Co-Chair or another member of the CEOS Community). The Topic Lead will, exceptionally, remain unmuted during the relevant session, and can intervene without invitation by the SIT Co-Chairs (see below).

Intervening

The SIT Co-Chairs wish to ensure that anyone who wishes to intervene can do so. 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. 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 45-60 seconds.

Commenting

It is also perfectly appropriate to submit a comment for noting, without requesting the floor to intervene. Such comments will be visible to other attendees, and may inform their thinking.

The SIT Co-Chairs or Topic Lead 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 'un mute' in this scenario.

Principals and heads of delegations are asked to coordinate interventions within their team.

Presenting

Presentations must be provided in advance of the meeting, 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 SIT Co-Chair or Topic 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:
   - Will mute, but be ready to unmute to intervene at the request of the SIT Co-Chair.
   - Must remain ready to contribute as necessary, including returning the display to previous slides.
6. The SIT Co-Chair will release the presenter.

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 meeting, the SIT Chair Team will use a number of methods to ensure sessions keep to time.

For presentations or sequences of interventions longer than 6 minutes, when there is 5 minutes remaining a text reminder will be issued on the sli.do channel as a 'heads up'.

In all cases, at key times an auditory cue will be used to alert the speaker or presenter of the remaining time. The cue will be a relatively loud, brief and distinctive sound played over the main audio circuit. It will play:

- Once, when there is 1 minute of allocated time remaining for:
    i. A presentation
    ii. A sequence of interventions
- Twice, once the allocated time is concluded for:
    i. A presentation
    ii. A sequence of interventions

After the sound has played twice, and subject to the Co-Chair's discretion, the speaker or presenter may be given a few additional seconds to conclude their remarks, after which the speaker or presenter will be muted by the SIT Chair Team.

Actions and Decisions

A "Google Doc" will be used to capture draft decisions and actions throughout the meeting. The document will be editable by the SIT Chair Team and 'read only' for others. Please monitor this document as the meeting progresses, identifying any necessary edits and corrections via sli.do. This will ensure that the final review of actions and decisions will be as efficient as possible.

Breaks

On each day there will be a scheduled 20 minute break for all participants. A single break has bene 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 are muted before leaving, do not re-introduce yourself on your return).

Closing

The SIT Co-Chairs will decide when to close the meeting. Unless there is a compelling reason, this will be at the scheduled stop time.

Call Recording

The meeting will be recorded. The recordings will only 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