

AC-VC#18 Meeting Protocol and Technical Guidance

Meeting Connection Details

GoToMeeting (GTM) will be used for the meeting. GoToMeeting connection details are provided below. Note: you can access GoToMeeting through either an App (that must be installed and may require admin access) or a web interface (that may be easier to use if there are security issues). GTM can be installed in advance (<https://meet.goto.com/install>).

Please join my meeting from your computer, tablet or smartphone.

AC-VC-18

<https://meet.goto.com/145960229>

Access Code: 145-960-229

You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3129

- One-touch: tel:+16467493129,,145960229#

Australia: +61 2 8355 1050

- One-touch: tel:+61283551050,,145960229#

Austria: +43 7 2081 5427

- One-touch: tel:+43720815427,,145960229#

Belgium: +32 28 93 7018

- One-touch: tel:+3228937018,,145960229#

Brazil: +55 11 4118-4897

- One-touch: tel:+551141184897,,145960229#

Bulgaria: +359 2 906 0605

- One-touch: tel:+35929060605,,145960229#

Canada: +1 (647) 497-9391

- One-touch: tel:+16474979391,,145960229#

Chile: +56 2 3214 9680

- One-touch: tel:+56232149680,,145960229#

Colombia: +57 1 600 9953

- One-touch: tel:+5716009953,,145960229#

Czech Republic: +420 2 55 71 95 02

- One-touch: tel:+420255719502,,145960229#

Denmark: +45 32 72 03 82

- One-touch: tel:+4532720382,,145960229#

Finland: +358 923 17 0568

- One-touch: tel:+358923170568,,145960229#

France: +33 170 950 594

- One-touch: tel:+33170950594,,145960229#

Germany: +49 721 9881 4161

- One-touch: tel:+4972198814161,,145960229#

Greece: +30 21 0 300 2583

- One-touch: tel:+302103002583,,145960229#

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Hungary: +36 1 933 3699
- One-touch: tel:+3619333699,,145960229#

Ireland: +353 15 360 728
- One-touch: tel:+35315360728,,145960229#

Israel: +972 3 376 3070
- One-touch: tel:+97233763070,,145960229#

Italy: +39 0 230 57 81 42
- One-touch: tel:+390230578142,,145960229#

Luxembourg: +352 34 2080 9219
- One-touch: tel:+3523420809219,,145960229#

Malaysia: +60 3 7724 4059
- One-touch: tel:+60377244059,,145960229#

Mexico: +52 55 1500 3597
- One-touch: tel:+525515003597,,145960229#

Netherlands: +31 207 941 377
- One-touch: tel:+31207941377,,145960229#

New Zealand: +64 9 280 6302
- One-touch: tel:+6492806302,,145960229#

Norway: +47 21 93 37 51
- One-touch: tel:+4721933751,,145960229#

Panama: +507 308 4334
- One-touch: tel:+5073084334,,145960229#

Peru: +51 1 642 9424
- One-touch: tel:+5116429424,,145960229#

Romania: +40 31 780 1158
- One-touch: tel:+40317801158,,145960229#

South Africa: +27 11 259 4924
- One-touch: tel:+27112594924,,145960229#

Spain: +34 932 75 2004
- One-touch: tel:+34932752004,,145960229#

Sweden: +46 853 527 836
- One-touch: tel:+46853527836,,145960229#

Switzerland: +41 435 5015 61
- One-touch: tel:+41435501561,,145960229#

Turkey: +90 212 900 4807
- One-touch: tel:+902129004807,,145960229#

United Kingdom: +44 330 221 0088
- One-touch: tel:+443302210088,,145960229#

Meeting Protocol

Dialling In

The meeting will be started one half hour before the scheduled start time each day. If you have not used GoToMeeting very recently, please connect early to resolve potential technical issues. In particular, all **speakers are encouraged to connect early to resolve potential technical issues.**

The sessions on 14-18 March 2022 will start sharply at 1300 UTC each day, and will take at most 2 hours 30 minutes.

The AC-VC leadership 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.

Name Yourself

For efficient use of time during questions and discussions, **please name yourself accurately** when joining the meeting, using the convention:

Given_name Family_name (organization_acronym)

For example:

Barry Lefer (NASA)

Ben Veihelmann (ESA)

Hiroshi Tanimoto (NIES)

If you have previously used GoToMeeting, it may not prompt for your name but instead may automatically fill your name using your existing profile. In this case, simply find yourself in the participants window, right click on yourself, and you will see an option to change your screen name.

If you connect by phone, please join the meeting first, receive your **unique audio PIN code**, and **then enter this unique audio PIN code** so that your name is associated with your phone number. Otherwise we will not be able to identify you during discussion and question times.

Video and Cameras

To keep bandwidth requirements low, video will be used very sparingly. In general, please do not share your camera. Session chairs will share their cameras during session introductions. **Speakers are encouraged to share their cameras during their presentations** if they are comfortable doing so. If you are a speaker and wish to share, please also test your camera setup during the half-hour pre-meeting time on the day of your presentation.

Audio Controls and Quality

GTM allows you to connect either by computer or by phone. All participants, excluding the session chairs, will be muted by default. All participants are asked to mute their lines unless they are asked to speak. If the line is noisy during the call, all callers will again be muted.

All participants should stay muted unless invited to speak, 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.

Note: if a presenter experiences major degradation of sound quality, they will be muted by the leadership team, and the meeting will move on. Time permitting, the speaker will be invited to complete their presentation afterward if sound quality has been recovered.

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Session Management

The **chat window will be used to ask all questions and to request permission to speak** during discussion periods. A member of the leadership team will continuously monitor the chat window. You may type questions in the chat, or simply raise your hand by typing “I would like to ask a question” or “I would like to comment.” As time permits, at the end of each talk or during the session discussion periods, the chat monitor will invite participants who have raised their hands to unmute themselves and speak one at a time. If you have named yourself accurately when connecting, there will be no need to spend time identifying or introducing yourself, since everyone will already know who is speaking.

Only those invited to speak should unmute and speak. 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.

Commenting

It is also perfectly appropriate to submit a comment in the chat window, without requesting to speak. Such comments will be visible to other attendees and may inform their thinking.

The leadership team 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.

Presenting

For time efficiency, all presentations will be shown from the session chair’s computer. Speakers will simply say “next slide” to cue the session chair to advance the slide. With this in mind, please avoid slides with additional click-through elements or animations as much as possible.

Presentations must be provided in advance of the meeting, in accordance with the instructions provided individually by e-mail and above. This process 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.

Timekeeping

Due to the very tight global time constraints of the meeting, the leadership team will strictly ensure sessions keep to time.

The session chair will audibly announce “one minute” when there is 1 minute of allocated time remaining. Presenters should then begin wrapping up immediately.

At the end of the allocated time, and subject to the session chair’s discretion, the speaker may be given a few additional seconds to conclude their remarks, after which the speaker will be muted by the session chair and the meeting will proceed to the next agenda item. Thank you for your understanding.

Call Recording

The meeting will not be recorded. The chat logs will be saved and used to prepare meeting minutes.

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Upload Presentations and Material

All presenters are asked to upload presentation (and background material that may be linked to speed talks for off-line viewing) **by Monday 7 March 2022**. Please upload your presentations and material to the shared drive (link below) in the folder corresponding to your session.

<https://drive.google.com/drive/folders/1sB45-ufLS3u1tyDrmb7ixZHnFYXi8FTz>

In case you cannot access this drive, please email your material to the session chairs (John Worden for GHG, Barry Lefer for AQ trace gas, Diego Loyola for O3, Shobha Kondragunta for AQ aerol, Hiroshi Tanimoto for Friday, addresses in cc).

Please name the presentations using the convention:

Talk-ID_Last-Name_version-number.pptx (or .pdf as appropriate)

taking the Talk-ID from the attached meeting agenda. For background material please apply the same naming convention and append 'background' (such that presented material and background material are unambiguously linked).

Please note that **Speed Talks** of 2 min are limited to **one single slide** and Speed Talks of 3 or 5 min are limited to **two slides**. You are encouraged to refer to background material for off-line viewing.

Access Documents and Presentations

You can access the latest **agenda on the meeting website** <https://ceos.org/meetings/ac-vc-18>.

Presentations and documents are accessible on the shared drive specified above.

Questions

Should you have any questions at all, please contact the leadership team by email:

Barry Lefer barry.lefer@nasa.gov

Ben Veihelmann ben.veihelmann@esa.int

Hiroshi Tanimoto tanimoto@nies.go.jp

Matthew Steventon matthew@symbioscomms.com (especially for GoToMeeting questions)

Dave Crisp david.crisp@jpl.nasa.gov (especially for GHG session questions)

Shobha Kondragunta shobha.kondragunta@noaa.gov (especially for aerosol session questions)

Diego Loyola diego.loyola@dlr.de (especially for ozone session questions)