Meeting Connection Details

Meeting Link

JOIN WEBEX MEETING

https://esait.webex.com/esait/j.php?MTID=m18e2836a9da44d672030d89f63e4360e
Meeting number (access code): 175 772 9530
Meeting password: ejNKKWHU982
JOIN BY PHONE
+44-20-3478-5289 United Kingdom Toll

Global call-in numbers:
https://esait.webex.com/esait/globalcallin.php?MTID=ma950d247f7ad456f3803b774121c43ca

Can't join the meeting?
https://collaborationhelp.cisco.com/article/WBX000029055
If you are a host, click here to view host information:
https://esait.webex.com/esait/j.php?MTID=m3455cf17a60b16f363ba6571a1cfcc28

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

Meeting Protocol

Dialling In

The meeting will be started one half hour before the scheduled start time. Please connect early to resolve potential technical issues. In particular, all **speakers are encouraged to connect early to resolve potential technical issues.**

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)

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

All participants should stay muted unless invited to speak.

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.

Session Management

The **chat 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.

Upload Presentations and Material

All presenters are asked to upload presentation **by Friday 9 June**. Please upload your presentations and material to the shared drive (link below) in the dedicated folder.

https://drive.google.com/drive/folders/1d10vO1eawQw6FTSh_aoUo4VGufR5dtGz?usp=sharing

In case you cannot access this drive, please email your material to Ben Veihelmann and Barry Lefer (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.

Short Talks

are limited to **7 minutes** (plus 3 minutes for questions and comments),

should contain **not more than 7 slides**,

should **not exceed 15 MB**.

Access Documents and Presentations

Presentations and documents are accessible on the shared drive specified above and will be made available on **the website https://ceos.org/ourwork/virtual-constellations/acc/**

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