Virtual Expert Forum on SEEA Experimental Ecosystem Accounting 2020

online

Rules of engagement

RULES OF ENGAGEMENT FOR THE VIRTUAL EXPERT FORUM ON SEEA EXPERIMENTAL ECOSYSTEM ACCOUNTING 2020

To ensure the Virtual Forum as an online event runs smoothly and effectively as possible, we would like to suggest the following ground rules.

Zoom as video conferencing tool

We will use Zoom as our video conferencing tool. To use the software, all you need to do is click on the link provided in the meeting invitation. You may be asked to accept a client application. If you have difficulty accepting it, you may use the browser version of Zoom. If possible, however, refrain from using the browser version and try to use the client application, since the browser version has some limitations.

The best browsers for Zoom are Chrome and Edge. All others have some limitations. Therefore, please make sure you have Chrome or Edge and make it the default browser for the period of the meeting. If you do not wish to make one of them the default browser, and you also do not wish to download the Zoom app, then please copy and paste the invitation link in Chrome or Edge; otherwise your browser access to Zoom may happen through an inappropriate browser.

You may also use your smartphone or tablet to join the meeting. In the past, participants have often had success in connecting to Zoom with their smartphone or tablet when their computer has not worked.

Please note that the meeting organizers are unable to provide technical support with Zoom or any other connection issues. For technical support you will need to contact your own IT support. You can also set-up a free Zoom account at zoom.us and test it yourself in advance.

Ensure access to a stable internet connection

Please test your connection prior to the meeting to avoid running into problems during the discussion. While we would appreciate it if everybody uses the video function, please consider joining the meeting solely through the audio function if your internet connection is weak.

State your name and organisation (if possible)

This option may not be possible in the zoom version used for some sessions. Click on the three dots in the upper right corner of your video image and a drop-down menu will appear. You will see one option to rename yourself. Please use that feature to state your full name and name of your organisation in brackets. This will help everyone to identify you properly.

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Participate actively

We welcome everyone's active engagement and contributions in the meeting. Therefore, whenever you wish to make any comments or ask questions you may use one of the following options:

1. Raise your digital hand. For this, you have to click on the participants icon at the bottom of your screen. A window with names of participants will appear. At the bottom of the window, you will see several icons, including one of a hand (see below). Click on that once, and your raised hand will appear to the participants and host. Since many might have raised their hands, the host will move from hand to hand until you get your turn. After you are given the chance to make your contribution, please click on the hand icon again to lower your hand.

2. Send a chat message. In the same menu bar next to the participants icon, you will find a chat icon (see below). Click that and a chat window will open. You can enter your comments or question there. Kindly use the chat function only to raise questions and substantive questions, not for greetings such as "hello´s" and "thank you´s" because that could cause the host to lose track of substantive issues. By default, the chat message will go to everyone and that is the recommended setting in most cases. However, if you wish to message someone specific, then click on the arrowhead next to "everyone" and select the participant(s) you wish to write to. Do remember, that once you message a particular participant, that person will become the default message recipient. So subsequent messages sent by you will go only to that person, and the meeting host will not be aware of it. So, when necessary, change the default to everyone or specifically to the host.

Raise/lower your digital hand

Stop/start video

Mute/unmute

View/hide participants pane

Chat
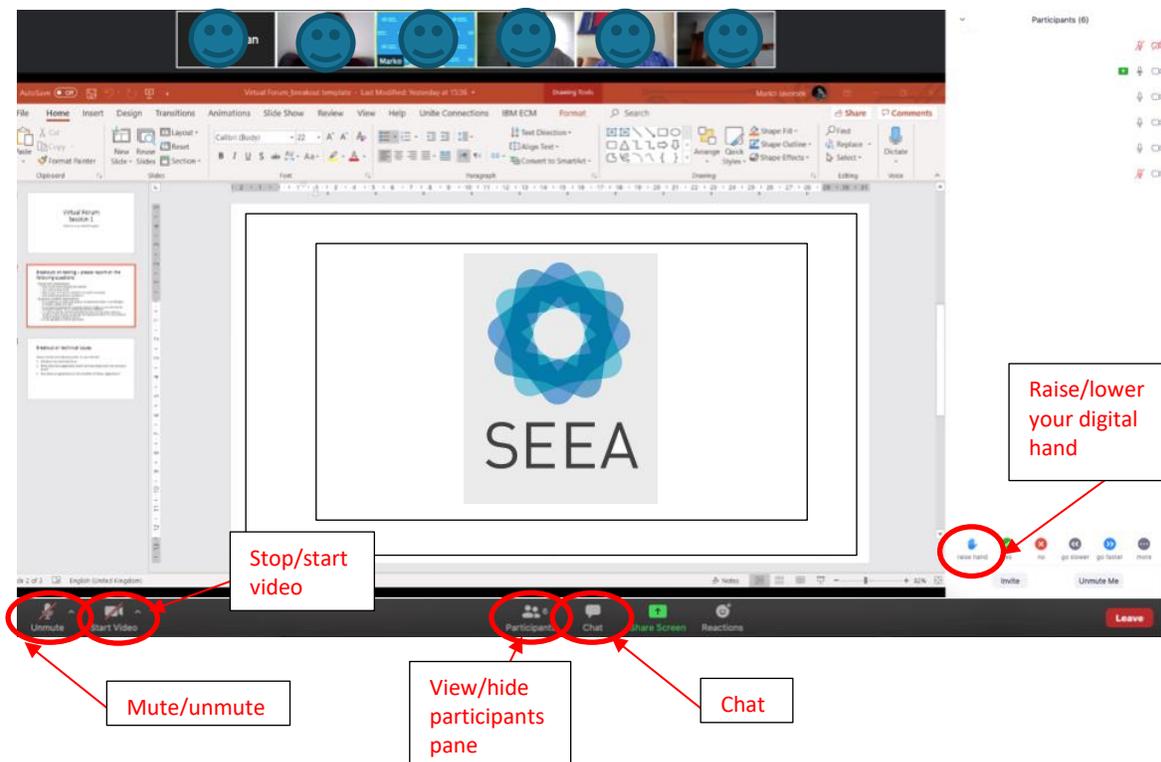
Keep it short and simple

There will be a quite large number of participants in the Virtual Forum, and the time is limited. We want to ensure that everyone gets a chance to speak and have her or his voice heard. Therefore, please keep your questions/comments to the point to leave enough time for other voices. If you wish to communicate your comment/questions verbally rather than through the chat box, it might be a good idea to first write your message concisely on a piece of paper and then read it out. That will help you to be brief and to the point.

To the extent possible, please communicate one comment or question at a time instead of combining two or more messages. That will help the host and participants understand your message better.

While we look forward to hearing your various comments and questions, please space your contributions so that others can come in before you do so again.

Mute your microphone while not speaking

Since there will be lot of participants in plenary, the meeting host may mute all to improve the quality of the connection. Whenever you are given the chance to speak (after you have raised your digital hand), please unmute yourself and then mute yourself again after speaking (see screenshot). This will ensure there is no background noise. Another way to temporarily unmute yourself is simply to hold down the space bar on your keyboard; when you let go of it, you will be muted again.

Use a quiet place for the meeting

Please use a quiet place for the meetings to avoid interruptions and disturbing noises.

Use headphones

Use headphones with an integrated microphone to ensure the best audio quality. Ear plugs used for smart phones can also be used.

Recording

The meeting will be recorded but not distributed publicly.

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